City of Port Moody

CONSOLIDATED FOR CONVENIENCE

Bylaw No. 3524

A Bylaw to establish the 2026 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, 2025, No. 3524”.

2. Repeal

2.1 City of Port Moody Fees Bylaw, 2024, No. 3492 and all amendments thereto are hereby repealed.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.

BYLAW 3524 ADOPTED	**November 25, 2025**
AMENDMENT No. 1, 2026, No. 3532	**March 10, 2026**
AMENDMENT No. 2, 2026, No. 3543	**May 12, 2026**
AMENDMENT No. 3, 2026, No. 3553	**November 10, 2026**

Schedule "A"

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Fees are subject to rounding and applicable taxes.

Business Licence and Bylaw Enforcement

Fee Name	$
Business Licence Computer Printouts	24.00
Service Charge for Release of an Immobilized Vehicle	63.00
Business Licence Adjustments/Refunds Fee	34.00

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

Permits and Business Licences		$
Vehicle Storage Permit		98.00
One-Day Business Licence		91.00
Sidewalk Use Permit		268.00
Sidewalk Use Permit Renewal		89.00
Businesses for Inter-municipal Program		175.00
Special Event Permit (Event on Private Property)		232.00
Food Truck (To operate in City designated spots)		696.00
Vehicle for hire	Per vehicle	82.00

Exemption from Sound Level Bylaw	$
Application for Temporary Exemption from Sound Level Bylaw	557.00

Nature of Business (Representative Examples)	$
Secondary Suite or Detached Accessory Dwelling Unit	0.00
A licence is required, but there is no charge for this licence.	
Basic Licence Category	**$**
· Home Occupation	155.00
· 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)	458.00
· Retail/Commercial/Industrial from 232.35m^2 to 464.5m^2 (2,501 to 5,000ft^2)	
Service Supply Level III	**$**
· Automobile Service Station Pumps	603.00
· ATMs	
· Vending machines (more than 10 machines)	
· Room Rental (30 to 50 rooms)	
· Daycare Centre of 11 children or more	
· Retail/Commercial/Industrial from 464.61m^2 to 929.03m^2 (5,001 to 10,000ft^2)	
Service Supply Level IV	**$**
· Financial Institutions	3,039.00
· 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	**$**
Dog under one year old (first time only)	21.00
Senior Discount for Spayed/Neutered Only	30.00
Dog Licence Fee – Male/Female (unneutered/unspayed)	84.00
*A discount will be allowed if paid on or before February 1st of each year.	79.00
Dog Licence Fee – Male/Female (neutered/spayed)	55.00
*A discount will be allowed if paid on or before February 1st of each year.	48.00
Dog Licence Fee – Aggressive	290.00
Dog Licence Fee – Vicious	602.00
Replacement of Lost Tag	18.00
Kennel Licence (for which a person shall be considered having same if said person possesses four or more dogs in lieu of individual Fees)	210.00
Impoundment Fees	**$**
Licensed Dog Impoundment:	
First Impoundment	89.00
Second Impoundment	131.00
Third Impoundment	185.00
All subsequent Impoundments	350.00
Maintenance Cost per day or part thereof	19.00
Unlicensed Dog Impounded: (other than vicious dog)	
First Impoundment	156.00
Second Impoundment	179.00
Third Impoundment	300.00
All subsequent Impoundments	470.00
Maintenance Cost per day or part thereof	19.00
Aggressive Dog Impounded:	
First Impoundment	437.00
Second Impoundment	862.00
All subsequent Impoundments	1,734.00
Maintenance Cost per day or part thereof	38.00
Vicious Dog Impounded:	
First Impoundment	2,364.00
Second Impoundment	4,518.00
All subsequent Impoundments	9,245.00
Maintenance Cost per day or part thereof	71.00
Cat at Large Impounded:	
First and subsequent Impoundments – Unspayed/Unneutered Cat at Large	105.00
First and subsequent Impoundments – Spayed/Neutered Cat at Large	58.00
Maintenance Cost per day or part thereof	19.00
Impoundment of any domestic animal (not previously described)	89.00

Fees are subject to rounding and applicable taxes.

Community Development
Building Permit Fees

Building Permit Fees – based on value of construction		**$**
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).		
0-5,000	Minimum permit applies	178.60
5,001-20,000		24.69
	plus base amount of	178.60
20,001-50,000		16.81
	plus base amount of	548.92
50,001-500,000		12.87
	plus base amount of	1,053.20
500,001 and over		11.56
	plus base amount of	6,844.69
Masonry Fireplace/Chimney (includes inspection)		122.00
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	294.00
Security Bond for Completion Exterior work	27,316.00
Security Bond for damage to City Property	12,607.00
Liability Insurance minimum coverage	5,100,000.00
Neighbourhood Feedback Process Fee	627.00

Waste Management Fee – Deconstruction		**$**
Buildings and Structures Square Footage of Building(s)	**$**	**Maximum Refund $**
0-1,000	2,271.00	1,771.00
1,001-5,000	7,895.00	7,395.00
5,001-20,000	11,356.00	10,856.00
Over 20,000	16,493.00	15,993.00
****Replaces Demolition Permit Fees***		

Fees are subject to rounding and applicable taxes.

Community Development
Building Permit Fees

Digital Archive	$
Residential Alteration under $5,000	35.00
Single- or two-family residential construction	70.00
0-500,000 construction value	101.00
500,001-1,000,000	134.00
1,000,001-3,000,000	210.00
3,000,001-5,000,000	278.00
5,000,001-10,000,000	578.00
10,000,001 and over	846.00

Plan Processing Fees	$
Standard Projects	180.00
With registered professional (-2.5%)	175.50
New single or semi-detached dwellings	683.00
With registered professional (-2.5%)	665.93
Other than new single or semi-detached dwellings, a Fee equal to 50% of estimated permit Fee	
Minimum	683.00
Maximum	5,627.00
With registered professional (-2.5%)	5,486.33
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	515.00
Reinspection Fee	154.50

Fees are subject to rounding and applicable taxes.

Community Development
Building Permit Fees

Building Miscellaneous	**$**
Building Permit Renewal Fee – based upon value of work to be completed where construction has started (minimum Fee)	274.00
Rechecking of Building Plans as a result of revisions to approved drawings by owner or owner's agent	170.00
Building/Plumbing Permit Adjustments/Refunds Fee	35.00
Review of Plans for Liquor Licence Occupant Load	108.00
Transfer of Permit Fee	93.00
Re-inspection Charge (more than two inspections were necessary)	309.00
Refund of Fees – applicants for building, building moving, demolition, or plumbing permits where permit is surrendered or cancelled, prior to any construction, may obtain a refund, less a plan processing Fee of:	179.00
Double Fee – any person who initiates any construction without first obtaining a permit, shall when subsequently taking out the required permit, pay double the Fees herein provided.	
Expedited Plan Review	683.00
Property information research that could involve staff time in excess of 15 minutes:	
First Hour	101.28
Each additional 15 minutes or portion thereof	26.29
Extraordinary Inspection Charges	**$**
Required permit inspections requested by applicant to be done after normal working hours	683.00
Special Safety Inspection	1,523.00
Review by Building and Fire Departments of Alternative Solutions from Registered Professionals	841.00
Bonding Section of Building Bylaw (Damage Deposits)	**$**
Percent of Estimated Construction Cost	1.00%
Minimum	583.00
(Not required where estimated Construction Value does not exceed $4,000.00) *(Deposits for Building Moves are referenced under Building Permit Fees for moving buildings or structures.)*	
Maximum	84,000.00
Damage Bond for construction of new Single Detached Dwelling	8,652.00
Exchanging Forms of Payment – Letter of Credit or Bond	216.00
Address Changes (where possible)	757.00
Survey Certificate (copies)	26.00
Liquor Licence Application or Amendment – Staff Review Only	58.00
Liquor Licence Application or Amendment – Report to Council	155.00
Liquor Licence Application or Amendment with Public Consultation – Processing Fee	2,704.00

Fees are subject to rounding and applicable taxes.

Community Development
Planning Fees

Sign Permits	**$**
Minimum Permit Application Fee	117.00
Temporary Banner and Portable Signs	105.00
Signs Requiring Planning Review Only	188.00
Signs Requiring Building and Planning Review (i.e., Freestanding and Fascia signs)	294.00
Portable Freestanding Sign Fee	50.00
Sign Recovery Fee	35.00
Minor Amendment to Development Permits for Signage	206.00
Community Development Services and Miscellaneous	**$**
Board of Variance Application	638.00
Development Application Signs	Actual cost
Dock application review	1,287.00
Public Engagement Information Posting	
• up to 20 residential units	515.00
• plus 20-100 residential units	824.00
• 100+ residential units, standalone commercial and mixed-use projects	1,133.00
• Major Development Applications (300+ residential units)	1,545.00
Comfort letters related to zoning, building requirements, and other matters related to a building or a property use, including Fire Department records	772.00
Land Title Searches	77.00
Property Information Research – Under ½ hour	79.00
• For each additional hour	154.00
Site Alteration Permit – Base Fee	670.00
• Plus	0.65 per m²
Staff Attendance at Developer Information Meetings – per meeting	309.00
Street Name Changes	720.00
Wireless Communication Facility Proposal Review	5,665.00

Amended by Bylaw 3553

Pre-Application Review		**$**
Pre-Application	Base Fee Plus	2,575.00 113.00/100m² of gross site area (Up to a maximum of $6,000.00 for Single Use Developments / a maximum of $10,000.00 for Mixed-Use Developments)
SSMUH Pre-Application	Base Fee Plus	1,500.00 113.00/100m² gross site area
OCP Amendment Applications		**$**
OCP Amendment (when not applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee Plus	6,514.00 113.00/100m² of gross site area, and 26.00/100m² total gross floor area
OCP Amendment (when applied for in connection with a Rezoning or Land Use Contract Amendment)	Base Fee Plus	2,100.00 113.00/100m² of gross site area
Regional Growth Strategy Amendment		5,778.00

Fees are subject to rounding and applicable taxes.

Community Development
Planning Fees

Amended by Bylaw 3553

Rezoning Applications		$
Residential Use and Mixed-Use Development	Base Fee Plus Plus	6,514.00 113.00/unit 113.00/100m² of non-residential gross floor area
Commercial Use, Industrial Use, Institutional Use	Base Fee Plus	6,514.00 113.00/100m² total gross floor area
Zoning bylaw Text Amendment		6,514.00

Heritage Applications		$
Heritage Revitalization Agreement • Residential use • Commercial Use, Industrial Use, Institutional Use	Base Fee Plus	7,500.00 113.00/unit 113.00/100m² gross floor area
Heritage Alteration Permit	Council Authorized Staff Authorized	4,720.00 1,050.00
Heritage Revitalization Tax Exemption Applications	Heritage Register Properties Non-Heritage Register Properties	157.00 735.00

Public Hearing and Notification Fees (for applications requiring a Public Hearing or Council meeting notification)		$
Public Hearing and Additional Public Hearing(s)	Each	1,576.00
Public Hearing or Public Hearing Waiver notice mailing		Actual cost
Public Hearing Refund (where application bylaws do not proceed to a Public Hearing)		1,576.00
Development Variance Permit and Temporary Use Permit Notification	Base Fee Plus mailing	525.00 Actual cost
Public Hearing Cancellation		500.00

Application Extension Requests		$
Bylaw Third Reading Extension Request	Council Authorized Staff Authorized	2,100.00 525.00
Inactive Application Extension Request		525.00

Amended by Bylaw 3553

Development Permits (DP)		$
Development Permit – Form and Character, DPA1, DPA2, and DPA3	Base Fee Council Authorized Staff Authorized Plus – Residential Use Plus – Commercial, Industrial and Institutional Uses	 5,250.00 1,050.00 113.00/unit 113.00/100m² total gross floor area
Development Permit – Environmentally Sensitive Areas (DPA4), Hazardous Lands (DPA5)	Council Authorized Staff Authorized	5,250.00 1,050.00
Development Permit DPA6 for Form and Character for Small-Scale, Multi-Unit Housing (SSMUH)	Base Fee Plus	3,000.00 113.00/unit
Development Permit Amendment	Major – Council Authorized Minor – Staff Authorized	3,150.00 1,050.00

Fees are subject to rounding and applicable taxes.

Community Development
Planning Fees

Other Permits	$
Development Variance Permit – Council authorized	4,200.00
Minor Development Variance Permit – Staff Authorized	1,050.00
Temporary Use Permit	5,250.00
Temporary Use Permit renewal	1,575.00

Development Applications Professional Review Services	$
Architecture and Urban Design Review	
First Review up to 20 residential units	1,680.00
First Review 20-100 residential units	3,360.00
First Review 100+ residential units, standalone commercial and mixed-use projects	5,040.00
Subsequent Reviews	Actual cost
Major Development Applications (300+ Units). Minimum charge	Actual cost 5,040.00
Building Energy and Sustainability Review	
First Review up to 20 residential units	1,680.00
First Review 20-100 residential units	3,360.00
First Review 100+ residential units, standalone commercial and mixed-use projects	5,040.00
Subsequent Reviews	Actual cost
Major Development Applications (300+ Units). Minimum charge	Actual cost 5,040.00
Accessibility and Inclusion Review	
First Review up to 20 residential units	1,680.00
First Review 20-100 residential units	3,360.00
First Review 100+ residential units, standalone commercial and mixed-use projects	5,040.00
Subsequent Reviews	Actual cost
Major Development Applications (300+ Units). Minimum charge	Actual cost 5,040.00
Landscape Architecture Review	
First Review up to 20 residential units	1,680.00
First Review 20-100 residential units	3,360.00
First Review 100+ residential units, standalone commercial and mixed-use projects	5,040.00
Subsequent Reviews	Actual cost
Major Development Applications (300+ Units). Minimum charge	Actual cost 5,040.00

Fees are subject to rounding and applicable taxes.

Community Development
Planning Fees

Subdivision Applications		**$**
Fee Simple Subdivision	Base Fee For each new lot	4,200.00 260.00
Bare Land Strata Subdivision	Base Fee For each new lot	4,200.00 260.00
Minor Subdivision (Lot Line Adjustment/Consolidation)		1.050.00
Air Space Parcel Subdivision	Base Fee For each new lot	5,250.00 260.00
Legal Review of Air Space Parcel Subdivision		Actual cost
Phased Strata Plan Approval		4,200.00
Non-Phased Strata Plan Review and/or Covenant Sign Off		525.00
Form P Approval/Amendment		1,050.00
Strata Title Conversion		4,200.00
Preliminary Layout Review Extension Request		525.00
Road Cancellation		4,200.00

Amended by Bylaw 3532	**Tree Protection Bylaw**	**Fine(s)**
	Permit Fees	
	Tree Permit for RS and RT zoned residential properties	$300
	Tree Permit for all properties (other than RS and RT zoned residential properties) subject to development approval	$720
	Tree Permit for properties not subject to a development approval	$75
	Tree Permit for Hazard Tree removal	$0
	Securities and cash-in-lieu for replacement trees	
	Replacement tree security and cash-in-lieu for RS and RT zoned residential properties subject to development approval, per tree	$370
	Replacement tree security and cash-in-lieu for all properties, other than RS and RT zoned residential properties, subject to development approval, per tree	$740
	Replacement tree security and case-in-lieu for properties not subject to development approval, per tree	$370
	Securities for retained trees	
	Retained trees security, per retained tree that is a landmark/legacy tree or a protected tree equal to or greater than 50cm DBH	$5,000*
	Retained trees security, per retained tree for all other retained trees	$1,000*
	*Maximum retained tree security per lot	*Up to a max. of $6,000 per lot for properties only subject to a building permit or Up to a max. of $150,000 per application (zoning amendment, subdivision, development

Fees are subject to rounding and applicable taxes.

		permit, development variance permit, temporary use permit, demolition permit) for all other properties
Other Fees		
Tree Permit without tree removals		$0
Tree Removal Review		$155.00
Re-inspection of a tree protection fence		$142.00
Re-inspection of replacement tree		$142.00
Legal Agreement and Documents		**$**
Development Agreement and Amendments	Base Fee City Solicitor Fee	3,060.00 Actual Cost
Restrictive Covenant Preparation or Amendment	Base Fee City Solicitor Fee	500.00 Actual cost
Restrictive Covenant Discharge	Base Fee City Solicitor Fee	515.00 Actual cost
Housing Agreement and Amendments	Base Fee City Solicitor Fee	3,060.00 Actual 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)	
Works and Services Agreement Extension or Re-assignment		475.00
Business Licence Location Extension Fees		**$**
Location Extension for businesses meeting criteria outlined in business licensing procedure		51.50

Amended by Bylaw 3553

Fees are subject to rounding and applicable taxes.

Community Development
Plumbing Permit Fees

Fee Name	$
Fixtures, roughed in each	36.00
Minimum	98.00
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.	
Oil and grease interceptors – each	98.00
Underground sewer lines – per 30m or part thereof	98.00
For each additional 30m or part thereof	41.00
Underground water lines over 2” diameter – per 30m or part thereof	98.00
For each additional 30m or part thereof	41.00
Underground water line installation 2” diameter or less – per 30m or part thereof	98.00
For each additional 30m or part thereof	41.00
Underground fire service lines – per 30m or part thereof	98.00
For each additional 30m or part thereof	41.00
Fire Sprinkler Heads – first 20 heads, per head	9.70
Minimum	98.00
Each additional head	3.40
Water line replacement in existing building – 2” diameter or less	98.00
For each additional 30m or part thereof	41.00
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	98.00
Kitchen Extinguishing System (NFPA 96 1254.6) – Inspection and Permit	505.00
Swimming Pools – installation of swimming pool supply and drainage lines, including backflow preventer, sump, and sewer branch line	224.00
Minimum Plumbing Permit Fee	98.00
Backflow Prevention Assembly Test Report Fee	35.72
Re-inspection Fee	150.00

Fees are subject to rounding and applicable taxes.

Community Development
Sustainability

Amended by Bylaw 3553

Electric Vehicle Charging Fees	
EV Station	**Fee $ per kWh***
DC Fast Charger	0.3969
Old Orchard Hall	0.3083
Kyle Centre	0.3083
City Hall Flo Chargers (Public)	0.3083
Recreation Complex	0.3083
Rocky Point Park	0.3083

**At all times*

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, 2026, to December 31, 2027, 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.

Fees are subject to rounding and applicable taxes.

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)							
		2026			2027		
	Capacity	Community	Private	Commercial	Community	Private	Commercial
RECREATION COMPLEX							
Wellness Room	225	43.70	103.80	131.10	45.00	106.90	135.00
Multipurpose 2	50	18.60	37.15	54.65	19.15	38.25	56.30
Multipurpose 3	40	31.70	37.15	N/A	31.70	38.25	56.30
Art Show Wellness Room		30.90			31.80		
Art Show Multipurpose 2		10.30			10.60		
Lounge		18.60			19.15		
KYLE CENTRE							
Activity Room	75	18.60	37.15	54.65	19.15	38.25	56.30
Clean Craft	25	13.15	21.85	32.80	13.55	22.50	33.80
Dance Room	125	24.05	54.65	87.40			
Lounge	40	18.60	37.15	54.65	19.15	38.25	56.30
Rock and Gem Club Rate		0.60			0.65		
Kyle Centre Whole		54.65	103.80	196.70	56.30	106.90	202.60
Rock and Gem Show		37.15			38.25		
GLENAYRE CENTRE							
Meeting Room	100	21.85	41.50	54.65	22.50	42.75	56.30
HERITAGE MOUNTAIN COMMUNITY CENTRE							
Main Hall	80	21.85	41.50	54.65	22.50	42.75	56.30
Meeting Room	20	13.15	21.85	32.80	13.55	22.50	33.80
CIVIC CENTRE							
Brovold Room	25	19.10	38.25	54.65	19.70	39.40	56.30
Parklane Room	20	13.15	21.85	32.80	13.55	22.50	33.80
Parkview Room	25	19.10	38.25	54.65	19.70	39.40	56.30

Notes:

- 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)						
	2025		2026		2027	
	Hourly	15-Hour	Hourly	15-Hour	Hourly	15-Hour
Community	47.75	424.20	49.20	436.90	50.70	450.00
Private	100.80	981.35	103.80	1010.80	106.90	1041.10
Commercial	212.20	1591.35	218.55	1639.10	225.10	1688.30

Notes:

- 15-hour rentals are from10:30am-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)			
	2025	2026	2027
Port Moody Minor Sport Group	129.95	129.95	131.25
Port Moody Minor Sport Group (Non-Prime Time)	67.00	68.35	70.40
Adult Sport Group/Private	326.45	333.00	339.65
Adult Sport Group/Private (Non-Prime Time)	163.30	166.60	171.60
Commercial	391.70	399.55	411.50
Local Schools	105.45	107.55	109.70
Jr A Hockey Club	160.15	163.35	166.60
Private Rental – Summer Ice	190.95	194.75	198.65

Notes:

- 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)		
	2026	2027
Port Moody Minor Sport Group	47.55	48.00
Tri-Cities Minor Sport Group	68.15	70.20
Port Moody Adult Sport Group	102.38	105.45
Non-Port Moody Adult Sport Group/Private	108.65	111.90
Commercial	137.70	144.60
Local Schools	48.95	49.40
Jr B/Intermediate Lacrosse	52.60	54.20
Convention or Special Event (daily rate per arena)	1736.65	1788.75

Notes:

- 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 EQUIPMENT RENTALS		
	2025	2026
Skate Rentals	3.65	3.75
Helmet Rentals	2.40	2.50
Skate Sharpening	5.80	6.00

CURLING ICE RENTALS – CURLING RINK (Hourly per sheet or per draw per sheet as noted)			
	2025	2026	2027
Community Prime-Time (hourly per sheet)	46.70	47.60	49.05
Community – Junior (hourly per sheet)	22.30	22.75	23.45
Community Non-Prime Time (hourly per sheet)	22.30	22.75	23.45
Private (per 2 hours per sheet)	160.75	163.95	168.90
Bonspiel – Curling Clubs Only (per draw per sheet)	52.00	53.05	54.65
Practice fee (hourly per sheet)	2.15	2.20	2.30

Notes:

- 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)		
	2026	2027
Port Moody Minor Sport Group	106.15	109.30
Non-Port Moody Sport Group/Private/Commercial	197.80	203.75
Local Schools	81.45	83.90

Note:

- Cancellations require 5 days' notice for a full refund.

Fees are subject to rounding and applicable taxes.

Community Services

ARTIFICIAL TURF FIELDS (Hourly)			
	2025	2026	2027
Port Moody Minor Sport Group	18.00	18.35	18.90
Tri-Cities Minor Sport group	20.25	20.65	21.30
Port Moody Adult Sport Group	44.45	45.35	46.70
Non-Port Moody Adult Sport Group/Private	53.60	54.70	56.35
Commercial	64.30	65.60	68.90
Skill Development Rate	26.00	26.50	27.30
TRASOLINI PRACTICE TURF / BOB FAVELLE FIELD BATTING CAGES (Hourly)			
Port Moody Minor/Adult Sport Group	3.35	3.40	3.50
Non-Port Moody Adult Sport Group/Private	26.50	27.05	27.85
Commercial	32.10	32.75	33.75

Notes:
- 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)			
	2025	2026	2027
Port Moody Minor Sport Group	2.40	2.45	2.50
Tri-Cities Minor Sport Group	3.35	3.40	3.50
Port Moody Adult Sport Group	17.40	17.75	18.30
Non-Port Moody Adult Sport Group/Private	26.75	27.30	28.10
Commercial	34.85	35.55	36.60
Tournaments and Special Events – Adults	17.40	17.75	18.30

Notes:
- 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)			
	2025	2026	2027
Port Moody Minor Sports Groups	1.20	1.25	1.30
Tri-Cities Minor Sports Groups	1.65	1.70	1.75
Port Moody Adult Sports Groups	2.90	3.00	3.10
Non-Port Moody Adult Sports Groups	4.05	11.05	18.80
Skill Development Rate	12.00	12.25	12.60
Private Rate	17.90	18.25	18.80
Commercial Rate	23.85	24.30	25.00

Notes:
- 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 5 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)			
	2025	2026	2027
Rate per event	96.10	98.00	100.95
Notes: • 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	**2025**	**2026**
Track and Special Events (including turf field)	18.35	18.90
Port Moody Minor Sports Groups (per lane)	0.55	0.60
Schools	No Fee	No Fee
Note: • Cancellations require 5 days' notice for a full refund.		

COMMERCIAL BOOT CAMP FIELD BOOKINGS		
	2025	2026
Rate per class	32.25	33.20
Note: • Cancellations require 5 days' notice for a full refund.		

ROCKY POINT BOAT LAUNCH		
LAUNCHING FEES	**2025**	**2026**
Commercial – Annual	900.00	900.00
Port Moody Resident – Annual	300.00	300.00
Non-resident – Annual	500.00	500.00
Service Charge for replacement passes	26.80	26.80
Daily Pass	45.00	50.00
Designated Anchorage Area Fee (per night)	16.25	16.75

Fees are subject to rounding and applicable taxes.

Community Services

PCT PERFORMANCE STAGE		
	2025	2026
2-hour booking	163.90	168.80
Note: • Cancellations require 5 days' notice for a full refund.		

QUEENS STREET PLAZA		
	2025	2026
6-hour booking		
Commercial	265.20	273.15
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: • Damage Deposit of $250.00 is required for all bookings. • Cancellations require 5 days' notice for a full refund.		

OUTDOOR POOLS (Hourly)		
	2025	2026
Swim Club	12.80	13.20
Community/Local Schools (plus staff)	56.80	57.95
Private (plus staff)	146.40	150.80
Note: • Cancellations require 5 days' notice for a full refund.		

RECREATION COMPLEX GYM FLOOR (Hourly)						
SPORTS ACTIVITIES	2025		2026		2027	
	Half Gym	Full Gym	Half Gym	Full Gym	Half Gym	Full Gym
Community	42.70	71.00	43.10	71.70	43.55	72.40
Private	86.60	145.80	87.50	147.25	88.40	148.70
Commercial	130.60	219.65	131.90	221.85	133.20	224.10
Notes: • Cancellations require 5 days' notice for a full refund.						

Fees are subject to rounding and applicable taxes.

Community Services

PICNIC SHELTERS				
	2025		2026	
	Rocky Point	Old Orchard	Rocky Point	Old Orchard
WEEKDAYS (Monday to Friday)				
1-50 people	Side A or B: 85.40	85.40	Side A or B: 87.10	87.10
51-125	Entire Shelter: 170.70	170.70	175.80	175.80
126+	Entire Shelter: 309.70	N/A	315.90	N/A
WEEKENDS (Saturday/Sunday)				
1-50 people	Side A or B: 91.40	91.40	Side A or B: 94.15	94.15
51-125	Entire Shelter: 182.70	182.70	188.20	188.20
126+	Entire Shelter: 331.70	N/A	341.65	341.65
Notes: • 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.				

WESTHILL SPORTS BOX (Hourly)		
	2025	2026
Port Moody Minor Sport Group	13.35	13.75
Tri-Cities Minor Sport Group	15.65	16.15
Port Moody Adult Sport Group	20.10	20.70
Non-Port Moody Adult Sport Group	22.05	28.60
Private	33.40	34.40
Commercial	39.00	40.20
Note: • Cancellations require 5 days' notice for a full refund.		

TOWN CENTRE TENNIS COURTS (Hourly per court)		
	2025	2026
Port Moody Tennis Club	3.20	3.50
Private	7.00	7.00
Commercial	15.00	15.00
Note: • Cancellations require 5 days' notice for a full refund.		

Fees are subject to rounding and applicable taxes.

Community Services

RECREATION ADMISSIONS		
DROP-IN	**2025**	**2026**
Adults (19-59)	6.05	6.20
Child (12 and under)	2.30	2.35
Teens (13-18)	2.20	2.25
Students (19-25 with valid fulltime student ID)	4.70	4.80
Seniors (60-79)	4.70	4.80
Super Senior (80 and over)	3.45	3.50
Family (per person)	3.70	3.75
Outdoor Public Swimming (All Ages)	1.90	1.90
11-VISIT PASS		
Adults	60.50	61.70
Child	23.20	23.65
Teens	22.05	22.50
Students/Seniors	45.85	46.75
Super Senior	34.65	35.35
1-MONTH		
Adults	45.60	46.50
Teens	25.35	25.85
Students/Seniors	34.40	35.10
Super Senior	28.50	29.10
Family (per person)	30.50	31.10
3-MONTH		
Adults	125.35	127.85
Teens	69.40	70.80
Students/Seniors	93.40	95.30
Super Senior	78.15	79.70
Family (per person)	83.60	85.30
6-MONTH		
Adults	224.15	228.65
Teens	124.50	127.00
Students/Seniors	169.10	172.50
Super Senior	139.80	142.60
Family (per person)	149.60	152.60
1-YEAR		
Adults	402.00	410.05
Teens	222.65	227.10
Students/Seniors	307.75	313.90
Super Senior	250.20	255.20
Family (per person)	267.70	273.05

Fees are subject to rounding and applicable taxes.

Community Services

OTHER PASSES		
Children/Youth Summer Pass	23.80	23.80

Notes:

- Recreation admissions and passes include access to weight room; drop-in fitness classes; drop-in sports; walking/running track; steam room and whirlpool; public skating and public swimming.
- 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.
- 11-Visit Swipe Cards have a two (2) year expiry from the date of purchase.
- 11-Visit Swipe Cards and passes are non-refundable and non-transferable.

Fees are subject to rounding and applicable taxes.

Community Services

INLET THEATRE AND CIVIC CENTRE GALLERIA RENTAL RATES (includes one technician)				
Types of Rates	**2026**		**2027**	
	Sun-Thurs	Fri-Sat	Sun-Thurs	Fri-Sat
Port Moody Community – per hour	116.00	116.00	120.00	125.00
Non-Port Moody Non-Profit – per hour	160.00	172.00	165.00	180.00
Cultural Performance – per hour	116.00	116.00	120.00	125.00
Commercial and Private – per hour	225.00	240.00	232.00	248.00
Commercial and Private 10 or more hours – per hour	190.00	200.00	200.00	215.00
Dark Day – per day	130.00	N/A	150.00	N/A
Rehearsal – per hour	90.00	90.00	95.00	95.00
Additional Technician – per hour	57.00	57.00	59.00	59.00
Front of House – per hour	37.00	37.00	38.00	38.00

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:

- 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.

Cultural Services

Filming Permits	$
First 2 days of filming (non-refundable)	420.00
Per day after first 2 days (to a maximum of $1,500)	160.00
Administration Fee for a permit to install cultural event signage	30.00
Refundable deposit for removal of a cultural event sign(s) – should it be required	200.00
Street Performer Licence	36.50

Fees are subject to rounding and applicable taxes.

Engineering

Fee Name	$
Multi-Family Parking Permit Fee	72.80
Highway Use Permit:	
Major Road Network	447.74 for the first week 447.74 per week thereafter Minimum charge 447.74
Local Road Network	271.84 for the first week 135.92 per week thereafter Minimum charge 271.84
Highway Use Permit – Commercial Bin on City Right-of-Way Fee, per week	447.74 (MRN) for the first week 447.74 (MRN) per week thereafter 447.74 (Local Road) per week
Highway Use Permit – Residential Bin on City Right-of-Way Fee, per Month	106.00
Road Closures	**$**
Application	1,173.43
Right-of-Way Preparation, Modification, or Discharge Processing (exclusive of legal and survey costs)	1,503.29
Highway Encroachment Agreement Processing Fee	744.07
Highway Encroachment – Non-Removable Anchor Encumbrance Fee (subject to Engineering approval)	275.78/anchor
Newspaper Box – Annual Administration and maintenance Fee	191.21/application
Late payment after due date – 10% of annual administration Fee/newspaper box	63.04
Damage deposit	69.22/newspaper box
Charge for a newspaper box that is seized due to violations of the Bylaw	179.53/newspaper box
Storage Fee for a seized newspaper box, per week	15.45/newspaper box
Traffic Volume/Speed Data Requests for Commercial Purposes	400.16
Traffic Signal Legal Requests – Intersection Sequencing Letter Fee, per letter	400.16
Traffic Signal Legal Requests – Intersection Timing Sheet, per sheet	100.58
Street Light Glare Site Visit	262.65
Street Light Glare Installation	525.30
Street Light Glare Removal	525.30
Service Connection for Sanitary Service	**$**
Sewerage Service Connection Review	250.00
1st Inspection Fee	175.00
1st Reinspection Fee	175.00
Subsequent Reinspection Fee	300.00
Service Connection for Drainage Service	**$**
Drainage Service Connection Review	250.00
1st Inspection Fee	175.00
1st Reinspection Fee	175.00
Subsequent Reinspection Fee	300.00

Amended by Bylaw 3543

Fees are subject to rounding and applicable taxes.

Engineering

Service Connection for Water Service	$
Water Service Connection Review	250.00
1st Inspection Fee	175.00
1st Reinspection Fee	175.00
Subsequent Reinspection Fee	300.00

Fees are subject to rounding and applicable taxes.

Engineering
Pay Parking

Amended by Bylaw 3543

PAY PARKING RATES AND TIMES	Rocky Point Park	Esplanade Avenue	Murray Street	Suter Brook Village	Ungless Way
On-Season Hourly Rate (April to September)	First hour $1.50; $3.75 per hour thereafter	First hour $1.50; $2.50 per hour thereafter		$2.00	$1.50
Off-Season Hourly Rate (October to March)	First hour free; $1.50 per hour thereafter				
On-Season Pay Parking In Effect Hours	9am-11pm	9am-11pm	9am-11pm	9am-6pm	9am-6pm
Off-Season Pay Parking In Effect Hours	9am-7pm	9am-7pm	9am-7pm	9am-6pm	9am-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	**$**
Returned Item Fee	50.00
Interest on overdue accounts receivable invoices	1.5%/month
Re-bill Administration Fee	15%/billing
Minimum charge	50.00
Maximum charge	500.00
Mortgage Administration Fee – per folio	16.50
Tax and Utility Adjustments/Refunds Fee	25.00
Apportionment Fee per folio	32.00
LTSA Tax Certificate (via API)	43.00
Tax Certificate (via City)	85.00
Realty Board Export Fee	280.00
Prior year copies of Tax of Utility notices	
Black and White Photocopies per page	0.50
Colour Photocopies per page	0.85
Taxation information which involves the research of tax records for a period of more than the current or previous year for one property, or tax information research that could involve staff time in excess of 15 minutes.	
First Hour	101.28
Each additional 15 minutes or portion thereof	26.29
Other financial information where it is determined by the Department Head that research could involve staff time in excess of 15 minutes.	
First Hour	101.28
Each additional 15 minutes or portion thereof	26.29
The search of City records for the purposes of insurance claims or court cases where it is determined by the Department Head that research could involve staff time in excess of 15 minutes.	
First Hour	101.28
Each additional 15 minutes or portion thereof	26.29
Statement of Financial Information	
Black and White Photocopies per page	0.50
Colour Photocopies per page	0.85
Agreement Administrative Fee	788.00
Agreement Administrative Fee for Agreement Renewals	397.00
Information Services	**$**
11x17 – Colour Map (printed or PDF)	14.50
24x36 – Colour Map (printed or PDF)	34.00
36x48 – Colour Map (printed or PDF)	62.00
Utility Record Drawings: TIFF/PDF format	3.00
Utility Record Drawings: Full Set – Images and Index	60.00
Utility Record Drawings: Custom Utility Drawing Search	60.00/hr (15-minute increments)
Digital/GIS Data 15-minute increments	60.00 /hr
Custom Mapping Product 15-minute increments	60.00 /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
Each subsequent re-inspection from the fourth on shall cost an accumulative $100.00 for each re-inspection starting at $400.00.	
Inspections of buildings other than routine inspections required by the *Fire Services Act*	105.00
Failure to attend an inspection	210.00
Unauthorized Silencing or Resetting of a Fire Alarm System	210.00
Fire Investigations	**$**
Fire Investigations required under the *Fire Services Act* 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 *BC Fire Code*)	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	101.28
Each additional 15 minutes or portion thereof	26.29
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.

Legislative Services

Fee Name	$
List of electors (First Copy free, Available only to Local Election Candidates)	35.42
Black and White Photocopies per page	0.50
Colour Photocopies per page	0.85
Electronic Media	Actual cost or minimum charge of $25.04
Certified Copies per page	2.71
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	101.28
Each additional 15 minutes or portion thereof	26.29
Freedom of Information and Protection of Privacy – Requests for Information	
Fees payable for requests made under the *Freedom of Information and Protection of Privacy Act* shall be in accordance with Regulation 323/93 of the *Freedom of Information and Protection of Privacy Act,* 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.

Operations

Fee Name	**$**
Access Use Permit	72.14
Back Flow Assembly Use Fee	156.76
Back Flow Assembly Deposit	533.44
Fire Hydrant Use Fees	**$**
Fire Hydrant Deposit	800.75
Fire Hydrant Use Inspection Fee	279.47
Temporary Water and Sanitary Use for Construction or Irrigation	**$**
Water Meter Deposit	Actual Cost
Water Meter Set Up and Rental	Actual Cost
Metered Construction Sites Utility Fee to equal the combined meter rates for Waterworks Metered Charges and Sewer Charges for Metered Users or the total of the flat rate for Unmetered Water Use and Unmetered Sanitary Use, whichever is greater.	
Unmetered Water Use Fee (per year)	
Single family dwellings, duplexes, and detached accessory dwellings	698.00
Industrial Commercial Institutional and Multifamily water service <25mm	1,737.00
Industrial Commercial Institutional and Multifamily water service 25-50mm	4,051.00
Industrial Commercial Institutional and Multifamily water service >50mm.	11,576.00
Unmetered Sanitary Use Fee	
Single family dwellings, duplexes, and detached accessory dwellings	673.00
Industrial Commercial Institutional and Multifamily water service <25mm	1,844.00
Industrial Commercial Institutional and Multifamily water service 25-50mm	4,302.00
Industrial Commercial Institutional and Multifamily water service >50mm	12,288.00
Drinking Water Conservation Plan	**$**
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).	51.65
Optional Extension Fee (One extension – valid for a cumulative period of 42 days calculated from date of issuance of the first permit)	33.96

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		78.98
Turning on or off water service:		
During normal City work hours	First Hour	131.00
	each hour thereafter	Actual Cost
During non-working hours	First Hour	Actual Cost
	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	131.00
	each hour thereafter	Actual Cost
During non-working hours	First Hour	388.37
	each hour thereafter	Actual Cost

Service Connection for Sanitary Sewer		**$**
Sanitary building sewer connection		Actual Cost
Inspection Fee		78.98
Sanitary Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	131.00
	each hour thereafter	Actual Cost
During non-working hours	First Hour	388.37
	each hour thereafter	Actual Cost

Service Connection for Storm Sewer		**$**
Storm building sewer connection		Actual Cost
Inspection Fee		78.98
Storm Sewer Service Inspection Chamber Locating Fee:		
During normal City work hours	First Hour	131.00
	each hour thereafter	Actual Cost
During non-working hours	First Hour	388.37
	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	**$**
New Sign and Post Installation	Actual Cost
New Sign Installation	Actual Cost
Concrete and Asphalt Administration Fee	201.67
Pavement Cut Restoration Fee	86.08 per m^2
Minimum charge	318.36
Pavement Degradation Fee	13.23 per m^2
Recovery for the Collection and Storage of Unauthorized Signs	**$**
Up to 1.5m^2 in area	131.00
per week thereafter	63.99
Greater than 1.5m^2 in area	256.13
per week thereafter	131.05

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, or two or more cart exchanges in a calendar year.
- A $60 Administrative charge applies to abandoned, lost, or stolen carts.
- Reimbursement costs for cart replacements or repairs (at cost), plus $60 administrative fee, applies to 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%.

2026 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	$144	$62	$299	$16
With 120L Garbage Cart and 2 x 240L Green Waste	$144	$62	$449	$16
With 240L Garbage Cart and 240L Green Waste	$248	$62	$299	$16
With 240L Garbage Cart and 2 x 240L Green Waste	$248	$62	$449	$16
Second Utility (double carts) with 2 x 120L Garbage Carts	$288	$124	$598	$32
Second Utility (double carts) with 1 x 120L and 1 x 240L Garbage Carts	$392	$124	$598	$32
Second Utility (double carts) with 2 x 240L Garbage Carts	$496	$124	$598	$32
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	$144	$62	$151	$16
Single or Multi-Family Dwelling Unit with 240L Garbage Cart	$248	$62	$151	$16
Multi-Family Centralized Residential	**Garbage**	**Waste Management Fee**	**Green Waste**	**Glass**
	Bi-Weekly	Weekly	Weekly	Monthly
Per Residential Dwelling Unit	$144	$39	$60	$9
Commercial (ICI) Charges	**Garbage**	**Recycling**	**Green Waste**	
	Weekly	Bi-Weekly	Weekly	
ICI Premises Centralized	$216	$240	$299	
ICI Premises 240L Cart	$376	$240	$299	
ICI Premises 360L Cart	n/a	$358	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	673.00
Townhouses, and Row houses – per unit	635.00
Apartments, and Condos – per unit	426.00
Detached Accessory Dwelling Units (i.e., Laneway house), and Suites (in private dwellings or commercial premises) – per unit	325.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)	325.00
Commercial	
Offices and Stores – per business unit	725.00
Restaurants, Cafes, and Coffee Shops – per business unit	1,248.00
Service Stations and Garages – per business unit	1,248.00
Salon, Spa, Barbershop	725.00
Warehouses – per business unit	725.00
Institutional/Non-Profit Organizations	
Churches and Public Halls	725.00
Non-Profit Organizations (excluding properties Assessed as Class 1)	725.00
Unclassified	
Any users not provided for in the above classifications	725.00
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)	395.00

Operations

Fees are subject to rounding and applicable taxes.

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 $4.01 per 100ft^3 for non-Metro Vancouver waste discharge permit holders • The rate of $1.87 per 100ft^3 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 $380.00 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.

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 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.

Waterworks Flat Rate Charges Annual Charge	**$**
Residential	

Fees are subject to rounding and applicable taxes.

Vacant Lots, Single-Family Dwellings, and Duplexes – per unit	698.00
Townhouses, and Row houses – per unit	654.00
Apartments, and Condos – per unit	438.00
Detached Accessory Dwelling Units (i.e., Laneway house), and Suites (in private dwellings or commercial premises) – per unit	333.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)	333.00
Commercial	
Offices and Stores – per business unit	698.00
Restaurants, Cafes, and Coffee Shops – per business unit	1,498.00
Service Stations and Garages – per business unit	1,498.00
Salon, Spa, Barbershop	698.00
Warehouses – per business unit	698.00
Institutional/Non-Profit Organizations	
Churches and Public Halls	376.00
Non-Profit Organizations (excluding properties Assessed as Class 1)	376.00
Unclassified	
Any users not provided for in the above classifications	698.00

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 $3.81 per 100ft^3.

The minimum quarterly charge for Water shall be $345.00 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.