



memorandum

Date: November 19th, 2013

TO: Mayor and Members of Council
Senior Management Team

FROM: John Henry, Acting Commissioner of Finance & City Treasurer
Howard Balter, Acting Manager, Operating Budgets

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COMMUNICATION
F&A - Nov. 25/13
ITEM - 2

SUBJECT: November 25, 2013 Finance and Administration Committee Meeting
RE: ITEM #2 USER FEE/SERVICE CHARGE REVIEW & BY-LAW UPDATES

Recommendation:

1. That this communication be received; and,
2. That the item titled User Fees and Service Charges be referred to the December 2nd Finance and Administration meeting to provide the public with an additional opportunity for public input.

Background

Item #2 of today's meeting of the Finance and Administration Committee contains a recommendation that the user fee/service fee schedule for 2014-17 be approved. In order to allow additional opportunity for public input, this communication is recommending that the Committee refer the item to the following Finance and Administration meeting, December 2nd, 2013. This will allow community stakeholders a second opportunity to speak to the item and is consistent with the item's communication/advertising plan and fully compliant with City's public notification policy.

At the December 2nd 2013 meeting, it is anticipated the Finance and Administration Committee will refer the User Fee/Service Charge item to the Council meeting of December 10, 2013 for ratification.

Respectfully submitted

A handwritten signature in cursive script, appearing to read 'John Henry'.

John Henry, CMA
Acting Commissioner of Finance and City Treasurer

c: Barbara Cribbett, City Manager
Jeffrey Abrams, City Clerk
Gary Williams, Director of Corporate Communications,
Barbara McEwan, Deputy City Clerk