

Purpose:

The purpose of this policy is to establish parameters around fees and charges for community service programs and facilities.

Policy Statement(s):

1. The City's Vision 2020 policy and Strategic Plan require the departments in the Community Services Division to assess the appropriate degree of subsidy for all community service programs and facilities and adopt the "user pay" principle where appropriate. It is also necessary for the departments to regularly evaluate the costs/benefits of all programs to ensure that limited financial resources are best utilized.
2. Each department within the Community Services Division will maintain a fees and charges policy that shall address:
 - a. Which programs and services shall be made available free of charge;
 - b. Which programs and services shall be subsidized, and the identification and rationale for the level of services to be provided;
 - c. Which programs and services shall be provided on a fully user-pay basis;
 - d. Which programs and services shall generate a profit.
3. Where common services/facilities are being offered, an attempt should be made to ensure consistency throughout the division and associated agencies.
4. Annual fees and charges are approved by respective boards and City Council during annual budget deliberations.

Authority/Responsibility to Implement:

The City Manager will ensure the policy requirements are met and updated as required.

Document History:

Approved: September 9, 1996
Administrative Revision (new template): March 9, 2010