



STAFF REPORT TO COUNCIL

Council Meeting: MARCH 28, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEANETTE O'CONNOR, CHIEF FINANCIAL OFFICER}

FILE NO: 1640-20 BUSINESS LICENCES

SUBJECT: BUSINESS LICENCE TIMELINE

RECOMMENDATION(S):

1. **THAT** Council receive this report for information.


PURPOSE/DESIRED OUTCOME:

The purpose of this report is to inform Council of the proposed timeline to mail out Business Licence invoices.

SUMMARY:

Staff will be completing the setup of the Business Licence module with the requested changes over the next week. Completion of the setup is expected to be done by Wednesday, April 05. Business Licence invoices will then be printed and mailed out by Friday, April 07. Payment of the Business Licence invoice will be due on May 01, 2017.

Respectfully submitted:



Jeanette O'Connor, Chief Financial Officer



Andrew Yeates, Chief Administrative Officer