

MEMORANDUM

December 3, 2024

TO: Mayor and Council

FROM: Katrina Leckovic, City Clerk

SUBJECT: Correction of Administrative Error – June 20, 2024 Auditor General Committee Meeting

RECOMMENDATION

THAT Council amend the June 20, 2024 Auditor General Committee (AGC) meeting minutes and transmittal motion previously adopted at the July 9, 2024 Council meeting as follows:

- Page 3, Vote No. 10072 the following be added:

AND FURTHER THAT the Auditor General Committee request that the Auditor General obtain a copy of the jurisdictional scan included in management's actions taken related to Recommendation 2 of the Audit of Building Permit fees, and provide the committee with any observations related to the adequacy of the scan to support options to improve the building permit fee process

Dear Mayor and Council,

A recommendation adopted by the Council at the July 9, 2024 meeting inadvertently omitted an amendment approved by the Auditor General Committee at the June 20, 2024 meeting. This amendment was not included in the minutes or the transmittal recommendations.

As the recommended motion would be an amendment to a previously adopted resolution, under section 8.13(4)(b) of the Procedure By-law, a Council member who voted with the majority for this resolution on July 9, 2024, would need to move the amended motion. All Council members voted with the majority (in favour) for this resolution on July 9th, however, the Mayor was absent. Any member may second the motion and all members present at the meeting at which the vote occurs are eligible to vote.

To correct this administrative oversight, the above recommendation is presented for the Council's consideration.

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