



**DATE:** December 8, 2023

**TO:** Mayor and Members of Council

**FROM:** Michael Coroneos, Deputy City Manager, Chief Financial Officer & Treasurer

**RE:** COMMUNICATION – Special Council (Budget) – December 12, 2023

**BY-LAW 224-2023 Fees and Charges**

---

### **Recommendation**

That the revisions in Schedule “B” City Clerk Office, Schedule “N” Classes of Business Licenses and Fees, and Schedule “I” Legal Services, Procurement, Real Estate and By-law Compliance, be approved.

### **Background**

The Proposed 2024 Budget and 2025-2026 Financial Plan was considered at the November 29, 2023 Special Committee of the Whole (Budget) meeting. The fees presented at that meeting for Schedule “B” City Clerk Office were incorrectly transcribed.

Council approved By-law 137-2023 in September 2023 made changes to Schedule “N” Classes of Business Licenses and Fees, which were not incorporated in the fee schedules presented. Administrative errors were also identified in Schedules “N” and “I”.

This Communication advises that Schedules “B”, “N” and “I” attached to By-Law 224-2023 presented at this Special Council (Budget) meeting on December 12, 2023 have been corrected for approval.

For more information, contact Isabel Leung, Deputy City Clerk & Manager, Administrative Services ext. 8190

Respectfully submitted by

A handwritten signature in blue ink, appearing to read "Michael Coroneos".

Michael Coroneos  
Deputy City Manager, Chief Financial Officer & Treasurer