



HEARING PRACTICE AND PROCEDURE

In open session of a meeting of Council:

1. The Mayor opens the hearing and asks City Clerk to introduce the item and the process involved with Council consideration.
2. City Clerk to provide context for the hearing and overview of issues specific to the matter before Council (Bylaw Services Manager will be on hand to respond to technical matters if necessary).
3. Mayor asks if the appellant or representative is present and wishes to address Council on the matter.
4. Once the appellant and staff have presented their information and questions have been answered, the Mayor will close the hearing.
5. Council gives consideration to the issues presented and may deliberate in a closed meeting before making their decision.
6. Council declares its decision in its minutes and a copy of those minutes will be mailed to the appellant in a letter.