



## Procedure for *Section 57* of the *Community Charter* Notice Reports

In open session of the meeting:

1. Mayor asks City Clerk to Introduce the Item and the process involved with Council consideration.
2. City Clerk to provide context for Section 57 Notices and overview of issues specific to the matter before Council (Bylaw Services Manager and representative from Permits and Inspections Building Inspector will be on hand to respond to technical matters if necessary).
3. Mayor asks if property owner or representative is present and wishes to address Council on the matter.
4. Council gives consideration to the issues presented and determines whether to approve the filing of the Notice on the title of the Property.
5. If Council approves filing the Notice on Title, it is removed as a matter of course upon achieving compliance.