



## Procedure for Section 57 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
3. Bylaw Services Staff and/or Permits and Inspection staff to provide a summary of the matter before Council. (And will be on hand to respond to technical matters if necessary).
4. Mayor asks if property owner or representative is present and wishes to address Council on the matter.
5. Council gives consideration to the issues presented and determines whether to approve the filing of the Notice on the title of the Property.
6. If Council approves filing the Notice on Title, it is removed as a matter of course upon achieving compliance.