



**CITY OF VICTORIA
PROPERTY MAINTENANCE BYLAW HEARING
HEARING PROCEDURES**

1. The Chair convenes the hearing and advises that City staff, the property owner, and affected members of the public may address this hearing.
2. The Chair explains what recommendation is before the Committee.
3. The Chair asks if the property owner received a letter and report from the City in regards to this matter.
4. The Chair asks if both parties are prepared to proceed with the hearing.
5. The Chair asks the City representative to give an opening statement and to present evidence, which may include calling witnesses.
6. The Chair allows the property owner to ask questions of City staff or of the City's witnesses.
7. The Chair asks the Committee if they want to question City staff or the City's witnesses.
8. The Chair asks the property owner to present his/her evidence, which may include the calling of witnesses.
9. The Chair asks City staff if they have any questions for the property owner or of their witnesses.
10. The Chair asks the Committee if they have any questions for the property owner or of their witnesses.
11. The Chair invites affected members of the public to address the hearing. Following each address, the Chair asks both City staff and the property owner if they have any questions for that member of the public.
12. The Chair asks the property owner if he/she has a closing statement.
13. The Chair asks City staff if they have a closing statement.
14. The Chair invites the property owner to provide any further comments.
15. The Chair closes the hearing and advises both City staff and the property owner that the Committee will now deliberate the matter and render a decision.

NOTE If the staff report recommends a Remedial Action Requirement, and the Committee supports this recommendation, then the Committee must make a motion to Council recommending such action.