

P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item 12.1.1
Appeals Standing Committee
July 13, 2017

TO: Chair and Members of Appeals Standing Committee

SUBMITTED BY: **ORIGINAL SIGNED**

Bob Bjerke, Chief Planner and Director, Planning & Development

DATE: June 27, 2017

SUBJECT: **Appeal Report – Case #289544, 289545 and 289497, 18 Shyra Drive, Hubley**

ORIGIN

Staff, pursuant to the *Halifax Regional Municipality Charter* (the “Charter”).

LEGISLATIVE AUTHORITY

Sections 355, 356 and 3(q) of the *Halifax Regional Municipality Charter*, S.N.S., 2008 C.39. (attached as Appendix A)

MOTION FOR CONSIDERATION

In accordance with Section 58 of Administrative Order One, the motion before the Appeals Standing Committee is to allow the appeal.

RECOMMENDATION

It is recommended that the Appeals Standing Committee uphold the Order of the Administrator and thereby deny the appeal.

BACKGROUND:

There have been no previous dangerous or unsightly cases at the property.

A complaint was received by service request on March 20, 2017. The complainant stated concerns with the lack of maintenance to the structures and fence on the property.

This report will focus on the appeals by the property owner, received by the Clerk's Office on May 15, 2017 for the following: Case # 289544 (fence), Case # 289545 (accessory structure) and Case # 289497 (main building).

CHRONOLOGY OF CASE ACTIVITIES:

21-Mar-2017 The Compliance Officer conducted a site inspection at 18 Shyra Drive, Hubley, hereinafter referred to as "the property" (attached as Appendix B) and noted that the main building, accessory structure and fence were all in a state of disrepair. Violation notices were mailed to the property owner for the three violations (attached as Appendix C, D and E)

The Compliance Officer spoke with the property owner regarding the violations. The property owner advised that the property was previously used as a summer home and has not been occupied in approximately 14 years. The Compliance Officer explained the process and work required to bring the property into compliance.

03-May-2017 The Compliance Officer conducted a site inspection and noted the violations still exist.

08-May-2017 The Compliance Officer conducted a site inspection and noted the violations still exist. Three Orders were posted at the property for the violations: Case # 289544 (fence), Case # 289545 (accessory structure) and Case # 289497 (main building). Copies of all three Orders were sent via registered mail to the property owner (attached as Appendix F, G and H).

The Compliance Officer spoke with the property owner and explained the Orders. The property owner advised that their brother was going to look at options for the property. The Compliance Officer stated that the brother could contact him if he had questions regarding the Orders or work required.

15-May-2017 The property owner submitted 3 Notices of Appeal to the Municipal Clerk's Office, (attached as Appendix I, J and K).

16-May-2017 The Municipal Clerk's Office sent the property owner a letter advising the appeals would be heard at the July 13, 2017 Appeals Standing Committee meeting (attached as Appendix L).

19-Jun-2017 The Compliance Officer conducted a site inspection and noted some work was completed at the property. Portions of the fence have been removed and placed in a pile and some painting has been completed to the accessory structure. There was no work completed to the main building. There is still work to be completed to bring the property into compliance.

FINANCIAL IMPLICATIONS

There are no financial implications if the owner complies with the Orders. If the Municipality is required to complete the work, the costs will form a debt against the property which may be collected in the same manner as taxes pursuant to the Halifax Regional Municipality Charter, S.N.S., 2008, C.39.

RISK CONSIDERATIONS

There are no significant risks associated with the recommendation in this report. The risk consideration rates low.

ENVIRONMENTAL IMPLICATIONS

Avoids unsafe living conditions which aligns with Sustainability Principle #4 of the Corporate Sustainability Filter.

ALTERNATIVES

The state of the property suggests no viable alternative.

ATTACHMENTS

- Appendix A: Legislative Authority – *Halifax Regional Municipality Charter*
- Appendix B: Copy of the Nova Scotia Property Records Map for 18 Shyra Drive
- Appendix C: Copy of the Notice of Violation dated March 21, 2017 for Case # 289544
- Appendix D: Copy of the Notice of Violation dated March 21, 2017 for Case # 289545
- Appendix E: Copy of the Notice of Violation dated March 21, 2017 for Case # 289497
- Appendix F: Copy of the Order to Remedy dated May 8, 2017 for Case # 289544
- Appendix G: Copy of the Order to Remedy dated May 8, 2017 for Case # 289545
- Appendix H: Copy of the Order to Remedy dated May 8, 2017 for Case # 289497
- Appendix I: Copy of the Notice to Appeal received May 15, 2017 for Case # 289544
- Appendix J: Copy of the Notice to Appeal received May 15, 2017 for Case # 289545
- Appendix K: Copy of the Notice to Appeal received May 15, 2017 for Case # 289497

A copy of this report can be obtained online at Halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared For: Mark Prosser, Compliance Officer, By-law Standards, 902.478.2894

ORIGINAL SIGNED

Report Approved By: _____
Tanya Phillips, Program Manager, By-law Standards, 902.490.4491

APPENDIX A

Halifax Regional Municipality Charter ('HRM Charter') Subsection 355 (1) 356 and 3 (q)

HRM Charter, subsection 355(1) as follows:

- 355 (1) The Council may, by policy, delegate some or all of its authority pursuant to this Part, except the authority to order demolition, to the Administrator.

HRM Charter, subsection 356(1) as follows:

- 356 (1) Where a property is dangerous or unsightly, the Council may order the owner to remedy the condition by removal, demolition or repair, specifying in the order what is required to be done.

HRM Charter, subsections 356(2), (3A), as follows:

- 356 (2) An owner may appeal an order of the Administrator to the Council or to the committee to which the Council has delegated its authority within seven days after the order is made.
- (3A) Where the Council or the committee varies or overturns the order of the Administrator, the Council or committee shall provide reasons to be recorded in the minutes of the Council or committee meeting.

HRM Charter, subsection 3(q) as follows:

- (q) "dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing
- (i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or machinery, or bodies of these or parts thereof,
 - (ii) an accumulation of wood shavings, paper, sawdust, dry and inflammable grass or weeds or other combustible material,
 - (iia) an accumulation or collection of materials or refuse that is stockpiled, hidden or stored away and is dangerous, unsightly, unhealthy or offensive to a person, or
 - (iii) any other thing that is dangerous, unsightly, unhealthy or offensive to a person, and includes property or a building or structure with or without structural deficiencies
 - (iv) that is in a ruinous or dilapidated condition,
 - (v) the condition of which seriously depreciates the value of land or buildings in the vicinity,
 - (vi) that is in such a state of non-repair as to be no longer suitable for human habitation or business purposes,
 - (vii) that is an allurement to children who may play there to their danger,
 - (viii) constituting a hazard to the health or safety of the public,
 - (ix) that is unsightly in relation to neighbouring properties because the exterior finish of the building or structure or the landscaping is not maintained,
 - (x) that is a fire hazard to itself or to surrounding lands or buildings,
 - (xi) that has been excavated or had fill placed on it in a manner that results in a hazard, or
 - (xii) that is in a poor state of hygiene or cleanliness;

APPENDIX B



Property Online Map

Date: Jun 22, 2017 12:42:08 PM



PID:	41352261	Owner:	MARGARET READING LORDLY	AAN:	02601559
County:	HALIFAX COUNTY	Address:	18 SHYRA DRIVE HUBLEY	Value:	\$140,900 (2017 RESIDENTIAL TAXABLE)
LR Status:	NOT LAND REGISTRATION				\$8,100 (2017 RESOURCE TAXABLE)

The Provincial mapping is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [*Land Registration Act* subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online version 2.0

This page and all contents are copyright © 1999-2003, [Government of Nova Scotia](http://www.gov.ns.ca), all rights reserved.

APPENDIX C

HALIFAX

Municipal Compliance

Notice of Violation

Notice Served Upon: Name 18 SHYRA DRIVE
or address HUBLEY NS

This is to advise that you are in violation of the following municipal and/or provincial legislation:

- HRM By-law A-300 Animals
- HRM By-law C-300 Civic Addressing
- HRM By-law C-501 Vending
- HRM Charter, Part XV Respecting Dangerous or Unsightly Premises
- HRM By-law N-300 Nuisances
- HRM By-law S-300 Streets
- HRM By-law S-600 Solid Waste
- HRM By-law S-801 Temporary Signs
- HRM By-law S-1000 Sidewalk Cafes
- HRM By-law T-1000 Taxi & Limousine
- Other: _____

Details of violation(s):
WOODEN FENCE IN A STATE OF DIS REPAIR
DUE TO ROTTEN WOOD AND FAILING
WOODEN COMPONENTS

Violation(s) to be rectified as per the following:
REPAIR OR REMOVE WOODEN FENCE

Notice of Re-inspection:

A re-inspection will be performed on 30 DAYS to confirm the above noted violations have been rectified. If you have any queries regarding this matter, please contact the issuing Officer prior to the re-inspection date.

PROSSER
Issuing Officer
902 478 2894

MAR 21, 2017
Date (dd/mm/yy)
9 AM

Issuing Officer Phone Number
Original Signed

Time (hh/mm)
TBA

Issuing Officer Signature

Case Number

APPENDIX D

HALIFAX

Municipal Compliance

Notice of Violation

Notice Served Upon: Name 18 SHYRA DRIVE
or address HUBLEY NS

This is to advise that you are in violation of the following municipal and/or provincial legislation:

- | | |
|---|---|
| <input type="checkbox"/> HRM By-law A-300 Animals | <input type="checkbox"/> HRM By-law S-300 Streets |
| <input type="checkbox"/> HRM By-law C-300 Civic Addressing | <input type="checkbox"/> HRM By-law S-600 Solid Waste |
| <input type="checkbox"/> HRM By-law C-501 Vending | <input type="checkbox"/> HRM By-law S-801 Temporary Signs |
| <input type="checkbox"/> HRM Charter, Part XV Respecting Dangerous or Unightly Premises | <input type="checkbox"/> HRM By-law S-1000 Sidewalk Cafes |
| <input checked="" type="checkbox"/> HRM By-law N-300 Nuisances | <input type="checkbox"/> HRM By-law T-1000 Taxi & Limousine |
| | <input type="checkbox"/> Other: _____ |

Details of violation(s):

ACCESSORY STRUCTURE IN A STATE OF DIS REPAIR
DUE TO ROTTEN WOOD AND FAILING PAINT
AND MISSING CLADDING

Violation(s) to be rectified as per the following:

REPAIR OR REPLACE ALL ROTTEN WOOD AND
MISSING CLADDING, SCRAPE AND PAINT
EXTERIOR OF ACCESSORY STRUCTURE INCLUDING
BUT NOT LIMITED TO WALLS, TRIM, DOORS

Notice of Re-inspection:

A re-inspection will be performed on 30 Days to confirm the above noted violations have been rectified. If you have any queries regarding this matter, please contact the issuing Officer prior to the re-inspection date.

Prosser
Issuing Officer

907 428 2894
Issuing Officer Phone Number

Original Signed

Issuing Officer Signature

MAR 21 2017
Date (dd/mm/yy)

9 AM
Time (hh/mm)

TBA
Case Number

APPENDIX E

HALIFAX

Municipal Compliance

Notice of Violation

Notice Served Upon: Name 18 SHYRA DRIVE
or address HUBERTY NS

This is to advise that you are in violation of the following municipal and/or provincial legislation:

- | | |
|---|---|
| <input type="checkbox"/> HRM By-law A-300 Animals | <input type="checkbox"/> HRM By-law S-300 Streets |
| <input type="checkbox"/> HRM By-law C-300 Civic Addressing | <input type="checkbox"/> HRM By-law S-600 Solid Waste |
| <input type="checkbox"/> HRM By-law C-501 Vending | <input type="checkbox"/> HRM By-law S-801 Temporary Signs |
| <input checked="" type="checkbox"/> HRM Charter, Part XV Respecting Dangerous or Unsightly Premises | <input type="checkbox"/> HRM By-law S-1000 Sidewalk Cafes |
| <input type="checkbox"/> HRM By-law N-300 Nuisances | <input type="checkbox"/> HRM By-law T-1000 Taxi & Limousine |
| | <input type="checkbox"/> Other: _____ |

Details of violation(s):

DWELLING IN A STATE OF DIS-REPAIR
DUE TO ROTTEN WOOD AND FAILING PAINT

Violation(s) to be rectified as per the following:

REPAIR OR REPLACE ALL ROTTEN
WOOD, SCRAPE AND PAINT EXTERIOR
OF DWELLING INCLUDING BUT NOT LIMITED
TO WALLS, DOORS, WINDOWS, TRIM, FASCIA

Notice of Re-inspection:

A re-inspection will be performed on 30 DAYS to confirm the above noted violations have been rectified. If you have any queries regarding this matter, please contact the issuing Officer prior to the re-inspection date.

Prosser
Issuing Officer
902 478 2894

MAR 21 2013
Date (dd/mm/yy)
9AM

Issuing Officer
Original Signed

Time (hh/mm)
289 497

Issuing Officer Signature

Case Number

APPENDIX F

HALIFAX

ORDER TO REMEDY DANGEROUS OR UNSIGHTLY PREMISES

IN THE MATTER OF: Section 358 of The Halifax Regional Municipality Charter, S.N.S., 2008, C 39
Hereinafter referred to as the "Charter"

- and -

IN THE MATTER OF: Property located at 18 SHYRA DR, HUBLEY, NS,
PID # 41352261 Tax # 2601559 Case # 289544
Hereinafter referred to as the "Property"

TO: MARGARET READING LORDLY
[REDACTED]

WHEREAS you are the owner(s) of the Property;

AND WHEREAS located on the Property is an unsightly or dangerous condition due to a wooden fence in a state of disrepair due to rotten wood and a falling structure, in accordance with Section 3(q) of the Charter;

TAKE NOTICE that you are hereby Ordered to remedy the condition of the Property by repairing or removing the wooden fence, so as to leave the Property in a neat, tidy, environmentally compliant and safe condition;

TAKE FURTHER NOTICE that you have the right to appeal this Order to the Appeals Standing Committee of the Halifax Regional Municipality ("HRM") by filing a Notice of Appeal with the Municipal Clerk by mail at City Hall, P.O. Box 1749, Halifax, NS, B3J 3A8 or by fax to (902) 490-4208, within seven (7) days after the Order is posted in a conspicuous place upon the Property or served upon you;

AND FURTHER TAKE NOTICE that your failure to comply with the requirements of this Order within thirty (30) days after service, the Administrator, or any person authorized by the Administrator, may enter upon the Property without warrant or other legal process and carry out the work specified in this Order.

AND FURTHER TAKE NOTICE that the costs of complying with this Order, including the cost of completing the work specified herein, incurred by the Halifax Regional Municipality ("HRM") or its agents, is a debt payable by you to HRM and that HRM has a first lien on the Property in the amount of the debt which may be collected in the same manner and with the same rights and remedies as rates and taxes pursuant to the Charter;

AND FURTHER TAKE NOTICE that upon service of this Order any person who aids, assists, permits or causes a dangerous or unsightly condition or fails to comply with the terms of this Order is liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than Ten Thousand Dollars (\$10,000.00) and every day during which the condition is not remedied is a separate offence.

DATED at Halifax, Nova Scotia this 8th of May, 2017 AD.

Original Signed

MARK PROSSER
COMPLIANCE OFFICER
Phone: (902)478-2894 x

SCOTT HILL
Administrator
Halifax Regional Municipality

APPENDIX G

HALIFAX

ORDER TO REMEDY DANGEROUS OR UNSIGHTLY PREMISES

IN THE MATTER OF: Section 358 of The Halifax Regional Municipality Charter, S.N.S., 2008, C 39
Hereinafter referred to as the "Charter"

- and -

IN THE MATTER OF: Property located at 18 SHYRA DR, HUBLEY, NS,
PID # 41352261 Tax # 2601659 Case # 289545
Hereinafter referred to as the "Property"

TO: MARGARET READING LORDLY

WHEREAS you are the owner(s) of the Property;

AND WHEREAS located on the Property is an unsightly or dangerous condition due to an accessory structure being in a state of disrepair due to rotten wood, missing cladding and falling paint, in accordance with Section 3(q) of the Charter;

TAKE NOTICE that you are hereby Ordered to remedy the condition of the Property by repairing or replacing all rotten wood and missing cladding, scraping and painting the exterior of the accessory structure including but not limited to walls, trim, doors, windows, soffit and fascia, so as to leave the Property in a neat, tidy, environmentally compliant and safe condition;

TAKE FURTHER NOTICE that you have the right to appeal this Order to the Appeals Standing Committee of the Halifax Regional Municipality ("HRM") by filing a Notice of Appeal with the Municipal Clerk by mail at City Hall, P.O. Box 1748, Halifax, NS, B3J 3A8 or by fax to (902) 480-4208, within seven (7) days after the Order is posted in a conspicuous place upon the Property or served upon you;

AND FURTHER TAKE NOTICE that your failure to comply with the requirements of this Order within sixty (60) days after service, the Administrator, or any person authorized by the Administrator, may enter upon the Property without warrant or other legal process and carry out the work specified in this Order.

AND FURTHER TAKE NOTICE that the costs of complying with this Order, including the cost of completing the work specified herein, incurred by the Halifax Regional Municipality ("HRM") or its agents, is a debt payable by you to HRM and that HRM has a first lien on the Property in the amount of the debt which may be collected in the same manner and with the same rights and remedies as rates and taxes pursuant to the Charter;

AND FURTHER TAKE NOTICE that upon service of this Order any person who aids, assists, permits or causes a dangerous or unsightly condition or fails to comply with the terms of this Order is liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than Ten Thousand Dollars (\$10,000.00) and every day during which the condition is not remedied is a separate offense.

DATED at Halifax, Nova Scotia this 8th of May, 2017 AD.

MARK PROSSER
COMPLIANCE OFFICER
Phone: (902)478-2894 x

Original Signed

Scott Hill
Administrator
Halifax Regional Municipality

APPENDIX H

HALIFAX

ORDER TO REMEDY DANGEROUS OR UNSIGHTLY PREMISES

IN THE MATTER OF: Section 386 of The Halifax Regional Municipality Charter, S.N.S., 2008, C.39
Hereinafter referred to as the "Charter"

- and -

IN THE MATTER OF: Property located at 18 SHYRA DR, HUBLEY, NS,
PID # 41352281 Tax # 2801559 Case # 289497
Hereinafter referred to as the "Property"

TO: MARGARET READING LORDLY

WHEREAS you are the owner(s) of the Property;

AND WHEREAS located on the Property is an unsightly or dangerous condition due to the dwelling being in a state of disrepair due to rotten wood and falling paint, in accordance with Section 3(q) of the Charter;

TAKE NOTICE that you are hereby Ordered to remedy the condition of the Property by repairing or replacing all rotten wood, scraping and painting the exterior of the dwelling including but not limited to walls, trim, doors, windows, soffit and fascia, so as to leave the Property in a neat, tidy, environmentally compliant and safe condition;

TAKE FURTHER NOTICE that you have the right to appeal this Order to the Appeals Standing Committee of the Halifax Regional Municipality ("HRM") by filing a Notice of Appeal with the Municipal Clerk by mail at City Hall, P.O. Box 1748, Halifax, NS, B3J 3A6 or by fax to (902) 490-4208, within seven (7) days after the Order is posted in a conspicuous place upon the Property or served upon you;

AND FURTHER TAKE NOTICE that your failure to comply with the requirements of this Order within and (60) days after service, the Administrator, or any person authorized by the Administrator, may enter upon the Property without warrant or other legal process and carry out the work specified in this Order.

AND FURTHER TAKE NOTICE that the costs of complying with this Order, including the cost of completing the work specified herein, incurred by the Halifax Regional Municipality ("HRM") or its agents, is a debt payable by you to HRM and that HRM has a first lien on the Property in the amount of the debt which may be collected in the same manner and with the same rights and remedies as rates and taxes pursuant to the Charter;

AND FURTHER TAKE NOTICE that upon service of this Order any person who aids, assists, permits or causes a dangerous or unsightly condition or fails to comply with the terms of this Order is liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than Ten Thousand Dollars (\$10,000.00) and every day during which the condition is not remedied is a separate offense.

DATED at Halifax, Nova Scotia this 8th of May, 2017 AD.

Original Signed

MARK PROSSER
COMPLIANCE OFFICER
Phone: (902)478-2894 x

SCOTT HILL
Administrator
Halifax Regional Municipality

APPENDIX I

HALIFAX

VALID

NOTICE OF APPEAL
REGARDING
AN ORDER TO REMEDY DANGEROUS OR UNSIGHTLY PREMISES

IN THE MATTER OF:

Property located at 18 Shyca Dr, Hubbey, NS
Case # 2895441
PID # 514885
Tax # 02601559

I Margaret Lordly wish to file this Written Notice of Appeal in relation to the Order I received dated the 8 day of May, 2017 from the Compliance Officer respecting the above noted Property.

The reason for appeal is:

The fence has been removed.

*Hearings of the Appeals Standing Committee are open to the public and any information, including personal information, which is provided or obtained in relation to your appeal, will be a matter of public record.

DATED at _____, Nova Scotia this _____ day of _____, AD, 20_____.

Margaret R. Lordly
Name of Appellant (please print)

Original Signed

Signature of Appellant [Signature]

(Address)

(Apt)

SEND TO: Office of the Municipal Clerk

Mail: P.O. Box 1749, Halifax, NS B3J 3A5

Fax: 902-490-4208

Email: clerks@halifax.ca

Deliver in person: City Hall, 1841 Argyle Street, Halifax (Mon-Fri, 8:30am-4:30pm)

(City)

(Postal Code)

(Home Number)

N/A
(Work Number)

HALIFAX

VALID

NOTICE OF APPEAL
REGARDING
AN ORDER TO REMEDY DANGEROUS OR UNSIGHTLY PREMISES

IN THE MATTER OF:

Property located at 18 Shyra Dr Hubley, NS
Case # 289545
PID # 514885
Tax # 02601559

I Margaret Lordly wish to file this Written Notice of Appeal in relation to the Order I received dated the 8 day of May, 2017 from the Compliance Officer respecting the above noted Property.

The reason for appeal is:

This appeal is ridiculous, This all could have been settled through a courtesy call instead of causing all this trouble for the people concerned at the taxpayers expense.

*Hearings of the Appeals Standing Committee are open to the public and any information, including personal information, which is provided or obtained in relation to your appeal, will be a matter of public record.

DATED at _____, Nova Scotia this _____ day of _____, AD, 20_____.

Margaret B. Lordly
Name of Appellant (please print)

Original Signed

Signature of Appellant

[Redacted Signature]

(Address) (Apt)

[Redacted Address]

(City) (Postal Code)

[Redacted City/Postal Code] N/A
(Home Number) (Work Number)

SEND TO: Office of the Municipal Clerk

- Mail: P.O. Box 1749, Halifax, NS B3J 3A5
- Fax: 902-490-4208
- Email: clerks@halifax.ca
- Deliver in person: City Hall, 1841 Argyle Street, Halifax (Mon-Fri, 8:30am-4:30pm)

HALIFAX

VALID

NOTICE OF APPEAL
REGARDING
AN ORDER TO REMEDY DANGEROUS OR UNSIGHTLY PREMISES

IN THE MATTER OF:

Property located at 18 Shyra Dr. Huxley, NS
Case # 289497
PID # 514885
Tax # 02601559

I Margaret Lordly wish to file this Written Notice of Appeal in relation to the Order I received dated the 3 day of May, 2017 from the Compliance Officer respecting the above noted Property.

The reason for appeal is:

This appeal is ridiculous. This all could have been settled through a courtesy call instead of causing all this trouble for the people concerned at the taxpayer's expense.

*Hearings of the Appeals Standing Committee are open to the public and any information, including personal information, which is provided or obtained in relation to your appeal, will be a matter of public record.

DATED at _____, Nova Scotia this _____ day of _____, AD, 20____.

Margaret R. Lordly
Name of Appellant (please print)

Original Signed

Signature of Appellant

(Address)

(Apt)

SEND TO: Office of the Municipal Clerk

Mail: P.O. Box 1749, Halifax, NS B3J 3A5

Fax: 902-490-4208

Email: clerks@halifax.ca

Deliver in person: City Hall, 1841 Argyle Street, Halifax (Mon-Fri, 8:30am-4:30pm)

(City)

(Postal Code)

(Home Number)

(Work Number) N/A

APPENDIX L

		REGISTERED DOMESTIC	RECOMMANDÉ RÉGIME INTÉRIEUR	
		CUSTOMER RECEIPT	REÇU DU CLIENT	
No	Destinataire			
Name	Nom			
Address	Adresse			
City / Prov. / Postal Code	Ville / Prov. / Code postal			
Registered Value Valeur déclarée \$		1 888 550-6333		
33-086-584 (14-06)		RN 190 114 316 CA		

REGISTERED MAIL

May 16, 2017

Margaret Lordly

Re: **Case 289844, 289845, and 289497 – 18 Shyra Dr., Hubley, NS**

This is to advise that your appeals will be heard by the Appeals Committee on **Thursday, July 13, 2017**. The hearing will be held in the Council Chamber, 3rd Floor, City Hall, 1841 Argyle Street, Halifax. Please arrive for 10 a.m., but note that there may be other cases heard before yours on the agenda.

The staff report for this case will be posted online to the Appeals Standing Committee agenda page by end of day Thursday, July 6, 2017 <http://www.halifax.ca/boardscom/SCappeals/Index.php> If you require a hard copy of the report, please contact our office.

Should you be unable to attend, you may have a representative attend to present the appeal to the Committee. Please note that your representative is required to have a letter signed by you giving permission. You or your representative may have witnesses or other evidence in support of the appeal and will be permitted up to 10 minutes to make a verbal submission. A copy of the appeals process is attached. If neither you nor a representative appears, the hearing will proceed and you will be advised of the Committee's decision.

If you have any questions regarding this process, please the Compliance Officer, Mark Prosser, at 902-478-2894.

Sincerely,

Original Signed

Krista Vining
Legislative Assistant
Office of the Municipal Clerk

cc: Tanya Phillips, Manager, By-law Standards
Scott Hill, Supervisor, Regional Compliance
Erin Dobson, Supervisor, Support Services
Natalie Matheson, Adjudication Clerk
Mark Prosser, Compliance Officer

Enclosure: Order of Proceedings for Appeals Standing Committee

HALIFAX

Halifax Regional Municipality
PO Box 1749, Halifax, Nova Scotia
Canada B3J 3A5

halifax.ca