

HALIFAX

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

Appeals Standing Committee
August 2, 2018

TO: Chair and Members of Appeals Standing Committee

Original Signed

SUBMITTED BY: _____
Kelly Denty, Director, Planning & Development

DATE: July 24, 2018

SUBJECT: Appeal Report – Case #311387 and #311451, 20 Millside Drive, Porters Lake

ORIGIN

Appeal of an Order to Remedy the condition of a property pursuant to the Dangerous or Unightly provisions of the *Halifax Regional Municipality Charter* (the "Charter").

LEGISLATIVE AUTHORITY

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

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 this property.

A complaint was received by service request on May 22, 2018. The complainant stated concerns of derelict vehicles and debris on the property.

This report will focus on the appeal dated July 4, 2018 by the property owner of the two Orders #311387 (derelict vehicles) and #311451 (debris) issued on June 28, 2018.

CHRONOLOGY OF CASE ACTIVITIES:

23-May-2018 The Compliance Officer conducted a site inspection at 20 Millside Drive, Porters Lake, hereinafter referred to as "the property" (attached as Appendix B).

The Compliance Officer noted a large amount of debris on the property and a 7-day Notice of Violation (attached as Appendix C) was issued to the property owner. The Compliance Officer also noted 2 derelict pickup trucks, a 4-door sedan and a travel trailer. A second 7-day Notice of Violation (attached as Appendix D) was issued to the property owner for these violations.

The Compliance Officer spoke with the property owner and explained the violations. The property owner advised they already had plans to move the derelict vehicles and would also clean up the property however it would take longer than 7 days. The Compliance Officer advised that additional time could be provided if the property owner was removing items and working towards compliance.

06-Jun-2018 The Compliance Officer conducted a site inspection and noted 1 derelict vehicle and some debris had been removed from the property. The Compliance Officer also received a letter left by the property owner noting their progress.

27-Jun-2018 The Compliance Officer conducted a site inspection and noted the violations still exist.

28-Jun-2018 The Compliance Officer conducted a site inspection and noted violations remain. A 7-day Order to Remedy for the derelict vehicles (attached as Appendix E) and a 7-day Order to Remedy for debris (attached as Appendix F) were posted to the property. A copy of both Orders were sent via registered mail to the property owner.

The Compliance Officer called and left a voicemail for the property owner explaining the requirements of the Orders and providing their direct contact information.

04-Jul-2018 The property owner submitted a Notice of Appeal (attached as Appendix G) to the Municipal Clerk's Office.

04-Jul-2018 The Municipal Clerk's Office sent the property owner a letter (attached as Appendix H) advising the appeal would be heard at the August 2, 2018 Appeals Standing Committee meeting.

FINANCIAL IMPLICATIONS

There are no financial implications if the owner complies with the Order. 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.

ALTERNATIVES

The Appeals Standing Committee may vary or overturn the Order to Remedy and in doing so, must provide reasons to be recorded in the minutes of the committee meeting.

RISK CONSIDERATIONS

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

ENVIRONMENTAL IMPLICATIONS

No environmental implications identified.

ATTACHMENTS

- Appendix A: Legislative Authority – Halifax Regional Municipality Charter
- Appendix B: Copy of the Nova Scotia Property Records Map
- Appendix C: Copy of the Notice of Violation (derelict vehicles) dated May 23, 2018
- Appendix D: Copy of the Notice of Violation (debris) dated May 23, 2018
- Appendix E: Copy of the Order to Remedy (derelict vehicles) dated June 28, 2018
- Appendix F: Copy of the Order to Remedy (debris) dated June 28, 2018
- Appendix G: Copy of the Notice to Appeal dated July 4, 2018
- Appendix H: Copy of the letter from the Clerk’s Office dated July 6, 2018

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.

Staff Contact: Mark Prosser, Compliance Officer II, By-law Standards, 902.478.2894

Original Signed

Report Approved By:

Penny J. Henneberry, Manager, Buildings and Compliance, 902.579.0250

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:

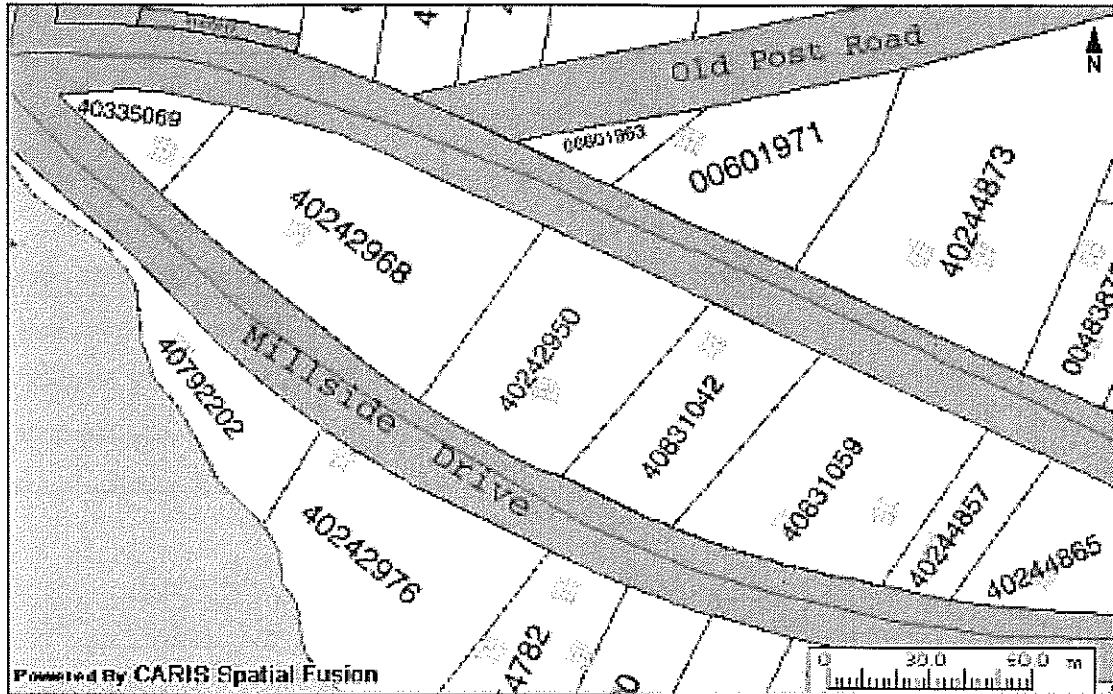
- (q) "dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing
- (i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or 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: Jul 24, 2018 10:47:23 AM



| | | | | |
|------------|-----------------------|----------|-------------------------|---|
| PID: | 40242950 | Owner: | CRYSTAL LEE CRAWLEY &M: | 02306379 |
| County: | HALIFAX COUNTY | Address: | 20 MILLSIDE DRIVE | Value: \$108,000 (2015 RESIDENTIAL TAXABLE) |
| LR Status: | NOT LAND REGISTRATION | | PORTERS LAKE | |

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

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Appendix C

HALIFAX

Municipal Compliance

Notice of Violation

Notice Served Upon: Name 70 MILLSIDE DRIVE
or address PARTERS LAKE NS

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

- HRM By-law A-700 Animals
HRM By-law C-300 Civic Addressing
HRM By-law C-501 Vending
HRM Charter, Part XV Respecting Dangerous or Unslightly 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):

AN ACCUMULATION OF VEHICLES AND A TRAVEL TRAILER DEEMED TO BE DEFECTIVE DUE TO THE FACT THAT THEY APPEAR TO BE ABANDONED OR DISUSED BY REASON OF THEIR AGE, APPEARANCE, MECHANICAL CONDITION OR THEIR LACK OF LICENSE PLATES OR CURRENT VEHICLE REGISTRATION

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

- REPAIR OR REMOVE
1 4 DOOR SEDAN - FRONT OF HOUSE
1 PICKUP - SIDE OF HOUSE
1 PICKUP - REAR OF HOUSE
1 TRAVEL TRAILER - REAR OF HOUSE

Notice of Re-inspection:

A re-inspection will be performed on 7 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.

Issuing Officer: [Signature]
Issuing Officer Phone Number: 902 476 7894
Original Signed: [Signature]
Issuing Officer Signature

Date (dd/mn/yy): MAY 23, 2014
Time (hh/mm): 12:37 PM
Case Number: 71387

Appendix D

HALIFAX

Municipal Compliance

Notice of Violation

Notice Served Upon: Name 24 MILLSIDE DRIVE or address DEBTERS LAKE AVE

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

- HRM By-law A-700 Animals, HRM By-law S-300 Streets, HRM By-law C-300 Civic Addressing, HRM By-law S-600 Solid Waste, HRM By-law C-501 Vending, HRM By-law S-801 Temporary Signs, HRM Charter, Part XV Respecting Dangerous or Unsightly Premises, HRM By-law S-1000 Sidewalk Cafes, HRM By-law N-300 Nuisances, HRM By-law T-1000 Taxi & Limousine, Other:

Details of violation(s):

An ACCUMULATION OF DEBRIS INCLUDING BUT NOT LIMITED TO SCRAP WOOD, CRAMP STEEL, PLASTIC BINS, RECYCLABLES, TIRES, RIMS, AUTO PARTS, DISCARDED HOUSEHOLD ITEMS, RECYCLABLES ALIKE, LITTER AND ANY OTHER SCATTERED DEBRIS

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

REMOVE THE ABOVE NOTED VIOLATIONS

Notice of Re-inspection:

A re-inspection will be performed on 7 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.

Issuing Officer [Signature], Issuing Officer Phone Number 478-2894, Original Signed, Issuing Officer Signature

Date (dd/mm/yy) May 23 2018, Time (hh/mm) 1:37 PM, Case Number 311451

HALIFAX

ORDER TO REMEDY DANGEROUS OR UNSIGHTLY PREMISES

IN THE MATTER OF: Section 356 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 20 MILLSIDE DR, PORTERS LAKE, NS,
PID # 40242950 Tax # 2306379 Case # 311387

Hereinafter referred to as the "Property"

TO: CRYSTAL LEE CRAWLEY
20 MILLSIDE DR, PORTERS LAKE, NS, B3E 1J4

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

AND WHEREAS located on the Property is an unsightly or dangerous condition due to a yellow Chev S10, a grey Oldsmobile and a white and beige travel trailer that has been deemed to be derelict due to the fact that they appear to be disused or abandoned by reason of their age, appearance, mechanical condition or their lack of plates, 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 yellow Chev S10, the grey Oldsmobile and the white and beige travel trailer, 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 3A5 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 seven (7) 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 28th of June, 2018 AD.

Original Signed

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

ERIN DOBSON
Administrator
Halifax Regional Municipality

Appendix F



**ORDER TO REMEDY
DANGEROUS OR UNSIGHTLY PREMISES**

IN THE MATTER OF: Section 356 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 20 MILLSIDE DR, PORTERS LAKE, NS,
PID # 40242950 Tax # 2306379 Case # 311451
Hereinafter referred to as the "Property"

TO: CRYSTAL LEE CRAWLEY
20 MILLSIDE DR, PORTERS LAKE, NS, B3E 1J4

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

AND WHEREAS located on the Property is an unsightly or dangerous condition due to an accumulation of debris including but not limited to scrap wood, scrap steel, plastic, bins, tires, rims, auto parts, discarded house hold items, recyclables, glass, litter and any other scattered debris, in accordance with Section 3(q) of the Charter;

TAKE NOTICE that you are hereby Ordered to remedy the condition of the Property by removing the accumulation of debris including but not limited to scrap wood, scrap steel, plastic, bins, tires, rims, auto parts, discarded house hold items, recyclables, glass, litter and any other scattered debris, 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 3A5 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 seven (7) 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 28th of June, 2018 AD.

Original Signed

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

ERIN DOBSON
Administrator
Halifax Regional Municipality

Appendix G

Stewart, April

From: CrystalCrawley <[REDACTED]>
Sent: July-04-18 6:01 PM
To: Office, Clerks
Cc: Crcrawley Eastlink
Subject: Notice of Appeal (2) Orders To Remedy - 20 Millside Drive, Porters Lake
Attachments: Appeal Order

VALID

Good Evening

Please find attached documentation regarding my appeal of both (2) Orders to Remedy Section 356 C. 39 of my property.

I was unable to print the Notice of Appeal Form therefore the required information is listed below:

20 Millside Drive
Case# 311387
PID# 02306379
Tax# U/K



I Crystal Crawley
I received dated 28th day of JUNE 2018

The reason for appeal is:

I disagree with the information contained in both Orders, as significant progress has been made on the property even though the time to remedy was not ample and was realistically unreasonable.

Dated at: DARTMOUTH, NS this 4th day of JULY, 2018

Legal Name: Crystal Crawley (Preferred Name)
Address: 20 Millside Drive
Porters Lake NS B3E 1J4
Contact Number: [REDACTED]

As I do not have a digital signature, please accept this email as my consent and signature to submit these appeals.

Thank you,

Crystal Crawley (Authorized signature)

Appendix G

June 29, 2018

Appeals Standing Committee of the Halifax Regional Municipality

Municipal Clerk
City Hall P.O. Box 1749
Halifax, NS B3 3A5
Fax: 902-490-4208

Subject: NOTICE OF APPEAL ORDER - Section 356 of the HRM Charter S.N.S., 2008, C. 39

- HRM Charter , Part XV Respecting Dangerous or Unsightly Premises

**Property located at 20 MILLSIDE DRIVE, PORTERS LAKE, NS,
Case # 311387**

My name is Crystal Crawley and I am the owner of the property mentioned in this order. I am appealing this order on the grounds that in the two weeks following the Notice of Violation dated May 23, 2018 I worked diligently with help to make a significant progress to the state of the property by Wednesday, June 6, 2018 as follows but not limited to:

(Note: On May 24, 2018 the following day of the Notice I contacted Mr. Prosser and stated 7 days was an unreasonable amount of time to put the property in order, so I was given a verbal agreement by Mr. Prosser that he would return in 14 days to re-inspect and hoped that there would be significant progress).

Progress - Property at 20 Millside Drive, Porters Lake, NS as of June 28 2018

- At the top of the driveway the wooden pallets that were on the side of the red shed were all restacked neat and evenly (These will remain as they are hard wood pallets that we cut and use in our fireplace insert to supplement our heat in the Winter)
- Chopped wood that was across the driveway in two locations was removed and piled and stacked neatly in one area near the well
- Poly that was covering a small pile of gravel was removed and the gravel was distributed in the potholes on the driveway

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- The pile of strapping wood was piled neatly on the left side of the white shed (this is to replace the rotting wood on the deck)
- The collection of scrap steel that was on the left side of the white shed was removed and taken to the scrap metal recycling in Burnside
- The many vehicle tires/rims that were on the right side of the white shed were removed leaving only the usable ones for two working vehicles
- The odd items that were on the right side of the white shed were removed leaving that area free of everything
- The pallets that were on the right side of the small white shed were removed to the one location by the red shed
- The many different items on the deck were all removed leaving only cans for deposit refund recycling
- Blue Truck that was on the side of the house was removed. The yellow truck was emptied of all items and was scheduled for pick up with an undisclosed date within 2 - 3 weeks of the Notice (currently waiting for a confirmed date). The motor from the yellow truck at the side of the white shed to be removed at the same time.
- The pile of household items that were outside the garden doors at the front of the house were removed and placed at the curb for garbage pickup.
 - What remained was an old washer and dryer to be taken for scrap metal in Burnside as time permits, 1 clear bag of garbage and 1 black bag, a few pieces of broken down wooden furniture, a few large bottles for recycling and a medium flat rubber tote for garbage.

The bottom of the driveway near the garbage bin is where all the trash and various items were placed. Several of the bags were clear bags and one was a black bag, unfortunately on garbage day (either May 28th or June 5th) I received a red notice that stated I had garbage 'over the limit permitted' and NOTHING at all was taken.

At that time, we organized the items and left only four (4) clear bags and one black garbage bag for the next collection day and they were removed on June 25th. Unfortunately as we are still sorting the property and are accumulating more garbage, only so much can be taken at a time. Therefore, there are a few bags of garbage still on the far side of the house.

I did however inquire with a junk removal company and was quoted at a minimum \$219. I am a [REDACTED] employee and unfortunately, dealing with many different

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pay issues due to [REDACTED] (was not paid for 2 months following March 30th, the implications of which I am still dealing. At this time, I am unable to bear any additional financial burdens which would place me in financial hardship.

The fourteenth day that Mr. Prosser was to return on June 6th I was off work due to [REDACTED]. I was on medication and sleeping most of the day so I wrote a handwritten note with a list of the progress made to that date and taped the envelope addressed to Mr. Prosser on the door. Late in the day I saw that the envelope was no longer taped to the door and went around the property to ensure it had not blown away but I did not locate it, so it was my assumption Mr. Prosser attended my property and was in possession of the list which also stated there was more to be completed to put the property in order. Including removing all items deemed trash including the old and broken windows at the garbage bin by Millside Drive. These windows are the ONLY thing on the property that can be deemed 'Dangerous'.

The only vehicles that will remain on the property are the two working vehicles and the Oldsmobile at the front of the house as it is a family heirloom and an antique that will be restored. Since I am unable to store it at this time, it will be covered during the continuation of putting the property in order.

As stated in my note to Mr. Prosser, I reposted my ad for the trailer on Kijiji. I have had several interested parties who unfortunately never turned up to take the trailer as agreed. I have been trying to have the trailer removed and inquired with an old vehicle remover on Kijiji and was told it would cost approximately \$500 of which I cannot even entertain. I also inquired about the cost to have it towed and the cost was under \$100 unfortunately I called several junkyards and they are not interested in taking it. So at this point I will continue to pursue other avenues to have the trailer removed.

I am well aware of the state of my property at the time of the Notice of Violation and it was certainly something I wanted to remedy but due to my health [REDACTED] issues the property has continued to deteriorate over several years until the state it became.

As we have now reached this point, I would like to request the name of the complainant? I can argue that there is another property on the street that could be considered unsightly however, it is within my complainant's right to make the complaint but I also believe it is within my right to know who has made claims against me.

I have seen and am happy with the progress made thus far and believe it definitely looks much better as I am sure my friendly neighbours will attest to.

I continue to be diligent in rectifying the property to its once appealing condition but unfortunately it has been slower than anticipated due to [REDACTED]. I have been to my family doctor [REDACTED] I can now continue to rectify this violation/order.

Appendix G

At this point in time, I do not consider my property to be 'unsightly' besides the garbage items left to be removed by regular garbage collection and the last remaining tasks to complete.

I will continue until it is completed and in order but in doing so, I am hoping you can be understanding that I am a full time employee with a child so it is challenging to find time to balance work, life responsibilities and sorting the property.






Rest assured, given ample time it will all be as it should.

Respectfully submitted,

Original Signed


Crystal Crawley

COPY

| | | | | |
|---|--|---|--|---|
|  | | REGISTERED DOMESTIC CUSTOMER RECEIPT | RECOMMANDÉ RÉGIME INTÉRIEUR REÇU DU CLIENT |  |
| To / Destinataire Name / Nom | |  | | |
| Address / Adresse | |  | | |
| City / Prov. / Postal Code / Ville / Prov. / Code postal | |  | | |
| Declared Value / Valeur déclarée \$ | | RN 190 914 611 CA | | |
| 33-086-584 (14-06) | | 1 888 550-6333 | | |

July 6, 2018

REGISTERED MAIL

Crystal Crawley
20 Millside Drive
Porters Lake, NS B3E 1J4

Re: Cases 311387 and 311451, 20 Millside Drive, Porters Lake, NS

This is to advise that your appeal will be heard by the Appeals Committee on Thursday, August 2, 2018. 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 on July 26, 2018. <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 contact me at 902-402-0466.

Sincerely,

Original Signed *SL*

Simon Ross-Siegel
Legislative Assistant
Office of the Municipal Clerk

- cc: Tanya Phillips, Manager, By-law Standards
- Scott Hill, Supervisor, Regional Compliance
- Erin Dobson, Supervisor, Support Services
- Penny Henneberry, Manager, Planning & Development - Municipal Compliance
- Paula Amaral, Administrative Assistant II, Municipal Compliance
- 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

