



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

Item No. 12.1.1
Appeals Standing Committee
September 10, 2020

TO: Chair and Members of Appeals Standing Committee

Original Signed

SUBMITTED BY: _____
Conor O’Dea, Manager, Buildings and Compliance

DATE: August 27, 2020

SUBJECT: **Appeal Report – Case 339758, 1 Elizabeth Drive, Halifax**

ORIGIN

Appeal of an Order to Remedy the condition of a property pursuant to the Dangerous or Unsightly provisions of 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.

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.

The property is zoned R-1 (Single Family Dwelling Zone) and a review of the Hansen database system shows one Development Permit to construct an 8x10 shed was issued and expired in 2008.

A complaint was received by service request on December 15, 2019. The complainant stated the property had been littered with furniture and random items for months and looked terrible. A Compliance Officer attended the property and was met by the property owner at the door. The Compliance Officer advised the property owner of the complaint, and the property owner advised the Officer that they had closed 2 businesses which contributed to the accumulation of items on the property. The property owner further advised the Compliance Officer that they were sorting the items and storing them inside the shipping container in the driveway.

There have been three subsequent complaints regarding the property.

This report will focus on the appeal dated March 12, 2020 by the property owner of the Order to Remedy for the accumulation of assorted debris (case # 339758).

CHRONOLOGY OF CASE ACTIVITIES:

- 17-Dec-2019 The Compliance Officer conducted a site inspection at 1 Elizabeth Drive, Halifax thereafter referred to as “the property” (attached as Appendix B).
- The Compliance Officer noted an accumulation of scattered debris including but not limited to bagged waste, recyclables, scrap wood, scrap metal, old tires, scrap plastic, wood crates, wood shelves, broken planter pots, tarps, water jugs, file cabinet, metal shelving, metal baskets, paint cans, office chairs, discarded/broken furniture, plastic buckets and other scattered debris and litter.
- The Compliance Officer spoke on site with the property owner and advised that they would issue a Notice of Violation detailing the work required and that they would conduct a reinspection in the new year. The property owner advised that they would do their best to get the property cleaned up as soon as possible.
- 18-Dec-2019 The Compliance Officer mailed the property owner a 7-day Notice of Violation (attached as Appendix C).
- 14-Jan-2020 The Compliance Officer conducted a site inspection and spoke with the property owner while on site. The property owner advised the Compliance Officer that they had been working to get the property cleaned up. The Officer advised the property owner that they will work with them and provide extensions based on progress.
- 28-Feb-2020 The Compliance Officer conducted a site inspection and spoke with the property owner while on site. The Compliance Officer advised the property owner that they would be posting an Order to Remedy as the violations still exist. The property owner advised the Compliance Officer that weather has impacted progress and the Compliance Officer explained to the property owner that extensions have been provided and the violations still exist therefore, an Order will be issued.
- 05-Mar-2020 The Compliance Officer conducted a site inspection and noted no change to the condition of the property. The Compliance Officer hand delivered a 7-day Order to Remedy (attached as Appendix D) to the property owner. A copy was also sent to the property owner via registered mail.

- 12-Mar-2020 The Compliance Officer conducted a site inspection and noted little change to the condition of the property. The Compliance Officer spoke with the property owner who appeared to be sorting some of the debris. The property owner advised the Compliance Officer of their intent to appeal the Order and explained they are unable to hire help. The Compliance Officer explained the appeal process to the property owner and asked that they make their appeal on this day, so they don't miss the deadline.
- The property owner submitted a Notice of Appeal (attached as Appendix E) to the Municipal Clerk's Office.
- 17-Mar-2020 The Municipal Clerk's Office sent the property owner a letter advising the appeal would be heard at the May 14, 2020 Appeals Standing Committee meeting (attached as Appendix F).
- 28-Apr-2020 The Municipal Clerk's Office sent the property owner a letter advising the appeal was rescheduled to the June 11, 2020 Appeals Standing Committee meeting (attached as Appendix G).
- 13-May-2020 The Compliance Officer conducted a site inspection and noted while the property remains in violation some progress has been made. The Compliance Officer spoke with the property owner while onsite and explained the May Appeals Standing Committee meeting deferral, and further advised that the June meeting could be deferred depending on the COVID-19 situation. The property owner advised the Compliance Officer that they have been working on bringing the property into compliance.
- 22-Jun-2020 The Municipal Clerk's Office sent the property owner a letter advising the appeal was rescheduled to the September 10, 2020 Appeals Standing Committee meeting (attached as Appendix H).

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 impacts 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 dated December 18, 2019
 - Appendix D: Copy of the Order to Remedy dated March 5, 2020
 - Appendix E: Copy of the Notice of Appeal dated March 12, 2020
 - Appendix F: Copy of the letter from the Clerk's Office dated March 17, 2020
 - Appendix G: Copy of the letter from the Clerk's Office dated April 28, 2020
 - Appendix H: Copy of the letter from the Clerk's Office dated June 22, 2020
-

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: Kevin Berrigan, Compliance Officer II, By-law Standards, 902.471.2051

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:

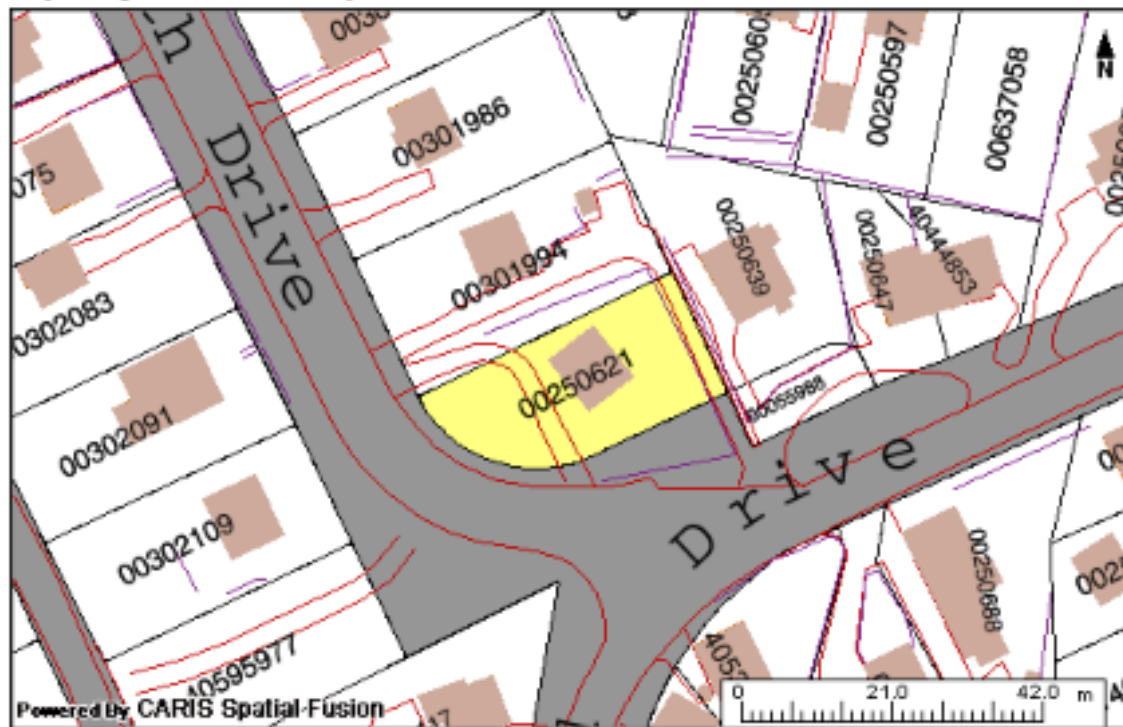
- (q) "dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing
- (i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or 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: Aug 20, 2020 8:38:43 AM



PID:	00250621	Owner:	PETER JAMES PALMER	AAN:	00794406
County:	HALIFAX COUNTY		HOLLY MONIQUE WINCHESTER	Value:	\$188,000 (2020 RESIDENTIAL TAXABLE)
LR Status:	LAND REGISTRATION	Address:	1 ELIZABETH DRIVE HALIFAX		

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](#), all rights reserved.

Notice of Violation

Notice Served Upon: Peter Palmer & Holly Winchester

Address: 1 Elizabeth Drive Halifax, [REDACTED]

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 Unightly 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):

Located on the property is an accumulation of debris including but not limited to scrap wood, scrap metal, old tires, scrap plastic, wood crates, wood shelving, planter pots, tarps, water jugs, disused furniture, plastic bins, outdoor street lamps, milk crates, and metal file cabinet.

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

Please remove or properly store all above noted violations.

Notice of Re-inspection:

A re-inspection will be performed on January 10, 2019 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.

Kevin Berrigan

Issuing Officer

(902) 471-2051

Issuing Officer Phone Number
Original signed

[Signature]
Issuing Officer Signature

18/12/2019

Date (dd/mm/yy)

10:00hr

Time (hh/mm)

339758

Case Number

For information on municipal legislation visit the Halifax Website at www.halifax.ca/legislation or call the Citizen Contact Centre at 311. If calling outside the HRM but within NS call 1-800-835-6428 toll free.

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 1 ELIZABETH DR, HALIFAX, NS,
[REDACTED] Case # 339758
Hereinafter referred to as the "Property"

TO: PETER JAMES PALMER & HOLLY MONIQUE WINCHESTER
[REDACTED]

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 bagged waste, recyclables, scrap wood, scrap metal, old tires, scrap plastic, wood crates, 10 wood shelves, broken planter pots, tarps, water jugs, file cabinet, metal shelving, metal baskets, paint cans, 2 black office chairs, discarded/broken furniture, plastic bins, deteriorated wooden storage bin, broken garden lamps, milk crates, old carpet, indoor decorative items, broken garden ornaments, discarded household items, disused shutters, buckets, and other scattered debris and litter, 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 bagged waste, recyclables, scrap wood, scrap metal, old tires, scrap plastic, wood crates, 10 wood shelves, broken planter pots, tarps, water jugs, file cabinet, metal shelving, metal baskets, paint cans, 2 black office chairs, discarded/broken furniture, plastic bins deteriorated wooden storage bin, broken garden lamps, milk crates, old carpet, indoor decorative items, broken garden ornaments, discarded household items, disused shutters, buckets, and other scattered debris and litter, 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 5th of March 2020 AD. **Original signed** 

KEVIN BERRIGAN
COMPLIANCE OFFICER
Phone: (902)471-2051 x


SCOTT HILL
Administrator
Halifax Regional Municipality

Appendix E

Fax

Cover sheet

Date March 12, 2020

Number of pages (including cover sheet) 2


To HRM.


Phone () _____

Fax (902) 490-4208

CC _____

From Peter James Palmer
Holly Monique Winchester

Phone 

Fax 

Remarks

Urgent

For your review

Reply ASAP

Please comment

Please see following appeal re case # 339758

For store use only

Local transmission - SKU: 381623

Long distance transmission - SKU: 476809

International transmission (1st page) - SKU: 381672

International transmission (additional pages) - SKU: 381676

Incoming fax - SKU: 381663

March 12, 2020

To: HRM Fax # 902-490-4208

From Peter James Palmer, Holly Monique Winchester

We have faced many challenges

[Redacted]

Since getting notice from compliance we have been challenged by weather financial and health issues. We however are firm in our intention to bring our property back to its former attractive condition. Please take this as our appeal of case # 339758 started by SR# 7560347.

Sincerely Peter James Palmer
Holly Monique Winchester

HALIFAX REGIONAL MUNICIPALITY
MAR 17 2020
Original signed
MUNICIPAL CLERK

Appendix F

CANADA POSTES POST CANADA		REGISTERED DOMESTIC CUSTOMER RECEIPT	RECOMMANDÉ RÉGIME INTÉRIEUR REÇU DU CLIENT	R
To Name	Destinataire Nom	FOR DELIVERY CONFIRMATION canadapost.ca		CONFIRMATION DE LA LIVRAISON postescanada.ca
Address	Adresse	1 888 550-6333		
City / Prov. / Postal Code	Ville / Prov. / Code postal	CPC Tracking Number RN 388 304 912 CA		Numéro de repérage de la SCP
Declared Value	Valeur déclarée	33-086-584 (17-12)		

March 17, 2020

REGISTERED MAIL

Peter Palmer
Holly Winchester

Re: Case #339758, Property Located at 1 Elizabeth Drive, Halifax

This is to advise that your appeal will be heard by the Appeals Committee on **Thursday, May 14, 2020**. The hearing will be held in the Council Chamber, 3rd Floor, City Hall, 1841 Argyle Street, Halifax. Please arrive for 10:00 a.m. but note that there may be other cases heard before yours on the agenda.

The staff report for this matter will be posted online to the Appeals Standing Committee web page at Halifax.ca by end of day Friday, March 8, 2020 (<https://www.halifax.ca/city-hall/agendas-meetings-reports>) If you require a hard copy of the report, please contact our office.

If filing an appeal, be advised that your submission and appeal documents will form part of the public record, and will be posted on-line at www.halifax.ca. If you feel that information you consider to be personal is necessary for your appeal, please attach that as a separate document, clearly marked "PERSONAL". It will be provided to the committee and/or council members and staff, and will form part of the public record, but it will not be posted on-line. You will be contacted if there are any concerns.

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 902-490-6520.

Sincerely, **Original
'signed**

Krista Vining
Krista Vining
Legislative Assistant
Office of the Municipal Clerk

cc: Tanya Phillips, Manager By-law Standards
Scott Hill, Regional Coordinator By-law
Natalie Matheson, Support Services Supervisor, Municipal Compliance
Laurie Lauder, Adjudication Clerk
Karen MacDonald, Senior Solicitor, HRM Legal Services
Kevin Berrigan, 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

Appendix G

April 28, 2020

REGISTERED MAIL

Peter Palmer
Holly Winchester



CANADA POSTES POST CANADA		REGISTERED DOMESTIC CUSTOMER RECEIPT	RECOMMANDÉ RÉGIME INTÉRIEUR REÇU DU CLIENT	R
Destinataire		FOR DELIVERY CONFIRMATION		CONFIRMATION DE LA LIVRAISON
Name PALMER / WINCHESTER		canadapost.ca		postescanada.ca
Address CASE 339758		1 888 550-6333		
City / Prov. / Postal Code		Ville / Prov. / Code postal		
Declared Value Value déclarée: \$		CPC Tracking Number Numéro de repérage de la SCP		RN 388 304 890 CA
33-086-584 (17-12)				

Re: Case #339758, Property Located at 1 Elizabeth Drive, Halifax

This is to advise that due to public health measures related to Covid-19, your appeal scheduled for May 14, 2020, has been **rescheduled to June 11, 2020**. The hearing will be held in the Council Chamber, 3rd Floor, City Hall, 1841 Argyle Street, Halifax. Please arrive for 10:00 a.m. but note that there may be other cases heard before yours on the agenda. With these uncertain times, please note your hearing may be further rescheduled but you will be advised if this happens.

The staff report for this matter will be posted online to the Appeals Standing Committee web page at Halifax.ca by end of day Friday, June 5, 2020 (<https://www.halifax.ca/city-hall/agendas-meetings-reports>) If you require a hard copy of the report, please contact our office.

If filing an appeal, be advised that your submission and appeal documents will form part of the public record and will be posted on-line at www.halifax.ca. If you feel that information you consider to be personal is necessary for your appeal, please attach that as a separate document, clearly marked "PERSONAL". It will be provided to the committee and/or council members and staff, and will form part of the public record, but it will not be posted on-line. You will be contacted if there are any concerns.

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 902-490-6520.

Sincerely,

Original Signed

for
Krista Vining
Legislative Assistant
Office of the Municipal Clerk

HALIFAX

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

halifax.ca

Appendix G

cc: Tanya Phillips, Manager By-law Standards
Scott Hill, Regional Coordinator By-law
Natalie Matheson, Support Services Supervisor, Municipal Compliance
Laurie Lauder, Adjudication Clerk
Karen MacDonald, Senior Solicitor, HRM Legal Services
Kevin Berrigan, Compliance Officer

Enclosure: Order of Proceedings for Appeals Standing Committee

Appendix H

June 22, 2020

REGISTERED MAIL

Peter Palmer
Holly Winchester

CANADA POSTES POST CANADA		REGISTERED DOMESTIC CUSTOMER RECEIPT	RECOMMANDÉ RÉGIME INTÉRIEUR REÇU DU CLIENT	R
To Name	Destinataire Nom	FOR DELIVERY CONFIRMATION		CONFIRMATION DE LA LIVRAISON
Address	Adresse	canadapost.ca or/ou		postescanada.ca
City / Prov. / Postal Code	Ville / Prov. / Code postal	1 888 550-6333		
Declared Value Value déclarée	\$	CPC Tracking Number	Numéro de repérage de la SCP	
		RN 388 304 594 CA		
33-086-584 (17-12)				

Re: Case #339758, Property Located at 1 Elizabeth Drive, Halifax

This is to advise that due to public health measures resulting from Covid-19 your appeal scheduled for July 9, 2020 has been **rescheduled to September 10, 2020**. The hearing will be held in the Council Chamber, 3rd Floor, City Hall, 1841 Argyle Street, Halifax. Please arrive for 10:00 a.m. but note that there may be other cases heard before yours on the agenda. With these uncertain times, please note your hearing may be further rescheduled but you will be advised if this happens.

The staff report for this matter will be posted online to the Appeals Standing Committee web page at Halifax.ca by end of day Friday, September 4, 2020 (<https://www.halifax.ca/city-hall/agendas-meetings-reports>) if you require a hard copy of the report, please contact our office.


If filing an appeal, be advised that your submission and appeal documents will form part of the public record and will be posted on-line at www.halifax.ca. If you feel that information you consider to be personal is necessary for your appeal, please attach that as a separate document, clearly marked "PERSONAL". It will be provided to the committee and/or council members and staff, and will form part of the public record, but it will not be posted on-line. You will be contacted if there are any concerns.

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 902-490-6520.

Sincerely,

Original Signed

 Krista Vining
Legislative Assistant
Office of the Municipal Clerk

HALIFAX

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

halifax.ca

Appendix H

cc: Tanya Phillips, Manager By-law Standards
Scott Hill, Regional Coordinator By-law
Natalie Matheson, Support Services Supervisor, Municipal Compliance
Laurie Lauder, Adjudication Clerk
Karen MacDonald, Senior Solicitor, HRM Legal Services
Kevin Berrigan, Compliance Officer

Enclosure: Order of Proceedings for Appeals Standing Committee

Appendix H

Order of Proceedings for Appeals Standing Committee

The Chair will open each of the hearings and address the following:

- The Chair will ask the Appellant (property owner/taxi licence holder) to identify themselves and provide their contact information
- If a person is appearing on behalf of an Appellant who is not present (legal counsel, family member, friend), they must provide written authorization to act on the Appellant's behalf
- The Chair will briefly explain the hearing will proceed (as follows):
- Staff Presentation: The HRM staff presenter explains the basis for the order under review and presents evidence in support of the order (including any documents or recent photos of the property, if applicable)
- The Committee may ask questions of the HRM staff presenter for clarification
- The Appellant may ask questions of the HRM staff presenter for clarification
- Non-party witnesses* may be permitted to provide factual evidence relevant to the appeal
- The Appellant may ask questions of non-party witnesses for clarification
- Appellant's Presentation: The Appellant is granted reasonable time to present evidence in support of the appeal (documents/photos/witnesses)
- The Committee may ask questions to the Appellant and/or their witnesses
- The Appellant or his/her representative is then permitted up to 10 minutes to make a verbal submission in support of their case to reverse the order
- The Committee may ask questions to the Appellant and also further questions of HRM staff (subject to Appellant's response to the answers)
- Staff may ask questions to the Appellant (subject to Appellant's response to the answers)
- The Committee then debates their decision and renders a decision with the Appellant or his/her representative present
- Upon motion the Committee may move In Camera (In Private) to obtain confidential legal advice at any time during the process
- The Committee has four (4) alternatives:
 - cancel the order (allow the appeal)
 - amend the order (change the conditions)
 - keep the order as is (appeal dismissed)
 - continue the hearing at a later date (defer)

*Non-Party Witnesses

Persons who are not parties to the appeal may be permitted to provide relevant evidence of factual matters within their personal knowledge to the Appeals Standing Committee. Non-party witnesses will be given an appropriate amount of time to present their information.

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

The Appeals Standing Committee meetings begin at 10 a.m. and cases will be heard as they appear on the approved agenda.