



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

Item No. 12.1.1
Appeals Standing Committee
March 9, 2023

TO: Chair and Members of Appeals Standing Committee

Original Signed

SUBMITTED BY: _____
Andrea MacDonald, Acting Director, Compliance

DATE: February 24, 2023

SUBJECT: **Appeal Report – Cases 368588 and 2022-005974, 224 Waverley Road,
Dartmouth**

ORIGIN

Appeal of Orders 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 Orders 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 R1 (single unit dwelling).

A complaint was received by service request on February 16, 2022. The complainant advised there were twenty plus vehicles in the yard, an auto repair business was being operated without a license and the property is zoned residential use.

There have been no subsequent complaints regarding the property.

This report will focus on the appeal dated January 31, 2023, by the property owner of the Order to Remedy for the derelict vehicles (Hansen case 368588) and debris (Posse case 2022-005974).

CHRONOLOGY OF CASE ACTIVITIES:

- 26-Feb-2022 The Compliance Officer conducted a site inspection at 224 Waverly Road, Dartmouth hereinafter referred to as “the property” (attached as Appendix B).
- The Compliance Officer spoke to the property owner onsite. There was no evidence to support the allegation that an auto repair business was being operated on site.
- The Compliance Officer noted numerous vehicles in disrepair and issued a 30-day Notice of Violation (attached as Appendix C) to repair or remove the vehicles on the property.
- 27-Mar-2022 The Compliance Officer conducted a site inspection and noted the property remained in violation. The Compliance Officer spoke to the property owner onsite and was given access to the garage. The property owner advised the Compliance Officer that they were removing vehicles, however they had a few personal issues arise and were unable to complete the work. The Compliance Officer provided a three-week extension and also educated the property owner regarding debris noted at the property.
- 09-May-2022 The Compliance Officer conducted a site inspection and noted the violations still exist.
- 17-May-2022 The Compliance Officer left a phone message for the property owners requesting a call back to discuss the current state of the property and a compliance plan.
- 18-May-2022 The Compliance Officer conducted a site inspection and noted the derelict vehicle violations remained, and there was an accumulation of debris including car parts such as car doors, hoods, trunks, engines, springs, brakes, calipers, car seats, scrap metal and other scattered debris on the property.
- The Compliance Officer knocked on the front door of the residence and received no answer. The Compliance Officer posted a 30-day Notice of Violation (attached as Appendix D) for the debris violations. The debris violations are being managed by the investigating Officer under case 2022-005974.

- 18-Jun-2022 The Compliance Officer conducted a site inspection and noted the property remained in violation. The property owner was on site and the Compliance Officer discussed the derelict vehicle and debris violations. The property owner advised that they did not understand what the issues were and couldn't locate the Notices of Violation. The Compliance Officer advised that they would email the property owner detailing the work required to bring the property into compliance. The property owner advised the Compliance Officer that they would pass the information on to their spouse and start the work required.
The Compliance Officer sent an email to the property owners detailing the derelict vehicle and debris violations and work required to bring the property into compliance.
- 23-Jun-2022 The Compliance Officer left a phone message for the property owners requesting a call back to discuss a timeline for compliance.
- 25-Jul-2022 The Compliance Officer phoned the property owner and asked for an update. The property owner advised that they have made some progress and would contact the Compliance Officer later in the week after discussing their options with their spouse.
- 17-Aug-2022 The Compliance Officer conducted a site inspection and noted some work had been completed however violations still exist.
The Compliance Officer phoned the property owner and advised they would provide a one-month extension where progress had been noted and asked that the property owners continue to work on removing the violations.
- 15-Sep-2022 The Compliance Officer conducted a site inspection and noted the property remained in violation.
- 18-Oct-2022 The Compliance Officer conducted a site inspection and noted the property remained in violation. They knocked on the front door, received no answer, and left a contact card requesting the property owner contact them.
The property owner phoned the Compliance Officer and advised that they had personal issues arise that prevented them from completing the work. The Compliance Officer detailed the work remaining at the property and advised the property owner to store any car parts they deemed of value inside. The property owner advised that they understood and that major improvements would be made in the next few weeks.
- 27-Nov-2022 The Compliance Officer left a phone message for the property owners requesting an update.
- 06-Jan-2023 The Compliance Officer left a phone message for the property owners advising that they would conduct a site inspection between January 11 – 13, 2023.
The property owner phoned the Compliance Officer and asked that they conduct the site inspection on January 13, 2023.
- 13-Jan-2023 The Compliance Officer conducted a site inspection and noted the property remained in violation. The Compliance Officer knocked at the front door of the residence and received no answer.

The Compliance Officer left a phone message for the property owners advising that due to the lack of progress observed during the site inspection the Compliance Officer would issue Orders to Remedy the violations at the property, explained how to appeal, and asked that the property owners contact them if they had questions.

14-Jan-2023 The property owner emailed the Compliance Officer inquiring about the results of the site inspection.

17-Jan-2023 The Compliance Officer emailed the property owner and explained the case was progressing to the Order to Remedy stage due to lack of progress.

The property owner phoned the Compliance Officer and advised they were aware of the outstanding violations at the property and asked that the Compliance Officer delay posting the Orders to Remedy as they had a medical appointment and the issues at the property were causing them more stress. The Compliance Officer advised they would discuss their request with the Supervisor Regional Compliance and get back to them.

The Compliance Officer advised the property owners via phone message and email that they would not post the Orders this week however, they need to develop a compliance plan for the property.

26-Jan-2023 The Compliance Officer attended the property and knocked on the front door to the residence. An unidentified person opened the door and the Compliance Officer introduced themselves and explained they were on site to complete an inspection and post the Orders to Remedy. The person agreed and closed the door.

The Compliance Officer completed a site inspection and noted the property remained in violation and that there were additional car parts and debris on the property.

The Compliance Officer posted a 30-day Order to Remedy (attached as Appendix E) for derelict vehicles and a 30-day Order to Remedy (attached as Appendix F) for debris at the property. Copies were also sent to the property owners through registered mail.

The Compliance Officer left a phone message for the property owners advising them of the Orders posted, the timeline for compliance and their right to appeal.

31-Jan-2023 The property owner submitted a Notice of Appeal (attached as Appendix G) to the Municipal Clerk's Office.

The Municipal Clerk's Office sent the property owner a letter advising the appeal would be heard at the March 9, 2023, 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 February 26, 2022
- Appendix D: Copy of the Notice of Violation dated May 18, 2022
- Appendix E: Copy of the Order to Remedy dated January 26, 2023
- Appendix F: Copy of the Order to Remedy dated January 26, 2023
- Appendix G: Copy of the Notice of Appeal dated January 31, 2023
- Appendix H: Copy of the letter from the Clerk’s Office dated January 31, 2023

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: Steven Levy, Compliance Officer II, By-law Standards, 782.640.8617

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:

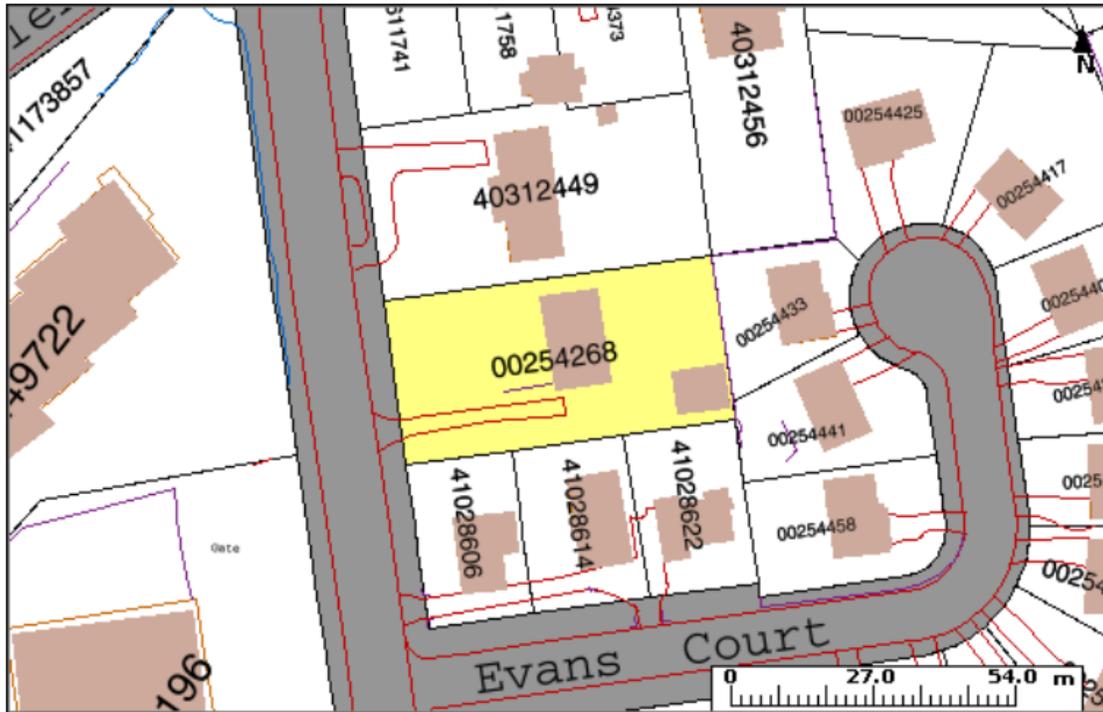
- (q) "dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing
- (i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or 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: Feb 21, 2023 3:41:17 PM



PID: 00254268 Owner: JANICE MARY CARNEY AAN: 04553705
County: HALIFAX COUNTY JOHN PHILIP CARNEY Value: \$427,900 (2023 RESIDENTIAL TAXABLE)
LR Status: LAND REGISTRATION Address: 224 WAVERLEY ROAD
DARTMOUTH

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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Notice of Violation

Notice Served Upon: _____

Address: 224 Waverley Rd.

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):

The following violations have been deemed to exist due to the mechanical condition of the building. The violations are: 1. Fire alarm system not working properly. 2. Fire extinguishers not working properly. 3. Fire escape not working properly.

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

Repair or remove the above noted violations from the property.

Notice of Re-inspection:

A re-inspection will be performed on March 26, 2022 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.

Steven Levy

Issuing Officer
782-640 8617

26/02/22

Date (dd/mm/yy)

Issuing Officer Phone Number
Original signed

1334

Time (hh/mm)

Issuing Officer Signature

2/8/55

Case Number

Notice of Violation

Notice Served Upon: _____

Address: 224 Waverley rd.

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):

An accumulation of debris, including but not limited to: car parts, car doors, engines, lights, seats, exhausts, rubber hoses, bumpers, shockers, brake discs, calipers, tires, car trunks, car springs, cardboard, scrap metal, scrap plastic, and other scattered debris.

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

Remove the above noted violations from the property

Notice of Re-inspection:

A re-inspection will be performed on June 17 2022 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.

Stevan Levy
Issuing Officer

782-640-8617
Issuing Officer Phone Number

Original signed

Issuing Officer Signature

18/05/22
Date (dd/mm/yy)

12:18
Time (hh/mm)

102875
Case Number

Appendix E

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 224 WAVERLEY RD, DARTMOUTH, NS,
[REDACTED] [REDACTED] Case # 368588
Hereinafter referred to as the "Property"

TO: JANICE MARY CARNEY & JOHN PHILIP CARNEY
[REDACTED]

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

AND WHEREAS located on the Property is an unsightly or dangerous condition due to the following vehicles that have been deemed derelict as they appear to be disused or abandoned by reason of their age, appearance, mechanical condition or their lack of license plates or current vehicle registration: a red Volkswagen Corrado, a tan Volkswagen Jetta tdi #r949340, a silver Volkswagen Jetta #r473951, a blue Volkswagen Eurovan #m293760 and a light blue Volkswagen Eurovan, 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 red Volkswagen Corrado, the tan Volkswagen Jetta tdi, the silver Volkswagen Jetta, the blue Volkswagen Eurovan and the light blue Volkswagen Eurovan, 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 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 offense.

DATED at Halifax, Nova Scotia this 26th of January, 2023 AD. **Original signed**

STEVEN LEVY
COMPLIANCE OFFICER
Phone: (782)640-8617 x

SCOTT HILL
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 224 WAVERLEY RD, DARTMOUTH, NS B2X2C4;
[REDACTED] [REDACTED]
Case # CF-2022-005974;
Hereinafter referred to as the "Property"

TO: JANICE MARY CARNEY & JOHN PHILIP CARNEY
[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: car hoods, engines, transmissions, tires, wheels, oil drums, bagged waste, cardboard, bagged recyclables, a furnace, car bumpers, car radiators, car doors, car seats, cardboard, siding, brakes, car rotors, scrap wood, scrap metal, scrap plastic, old tarps, discarded rubber totes, discarded car parts, discarded household items, discarded snowblower attachments, 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: car hoods, engines, transmissions, tires, wheels, oil drums, bagged waste, cardboard, bagged recyclables, a furnace, car bumpers, car radiators, car doors, car seats, cardboard, siding, brakes, car rotors, scrap wood, scrap metal, scrap plastic, old tarps, discarded rubber totes, discarded car parts, discarded household items, discarded snowblower attachments, 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 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 offense.

DATED at Halifax, Nova Scotia this 26th January, 2023 AD. **Original signed**

STEVEN LEVY
COMPLIANCE OFFICER
Phone: (782)640-8617

SCOTT HILL
Administrator
Halifax Regional Municipality

Fax

Cover sheet

Date January 31, 2023
Number of pages (including cover sheet) 2

To Halifax Regional Municipality

Phone () _____
Fax (902) 490-4208
CC _____

From John Carney

Phone () _____
Fax () _____

Remarks Urgent For your review Reply ASAP Please comment

Notice of Appeal Re
Case # 368588
Case CF-2022-005974

For store use only
Local transmission - SKU: 381623
Long distance transmission - SKU: 475809
International transmission - SKU: 381672
Incoming fax - SKU: 381669

Appendix G

902-490-4208

HALIFAX REGIONAL
MUNICIPALITY
FEB 01 2023
MUNICIPAL CLERK

JAN 31 / 23

VALID

To Whom it MAY CONCERN.

This is my "Notice of Appeal"

CASE # 368588 CASE CF-2022-005974

DARTMOUTH Nova Scotia

JAN 31 2023

Original signed

Appendix H

January 31, 2023

REGISTERED MAIL

John Carney
[REDACTED]

		REGISTERED DOMESTIC CUSTOMER RECEIPT	RECOMMANDÉ RÉGIME INTÉRIEUR REÇU DU CLIENT	
No	Destinataire	FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON		
Nome	Nom	canada post ca / postescanada.ca		
Address	Adresse	1 888 550-6333		
City / Prov. / Postal Code	Ville / Prov. / Code postal	CPC Tracking Number / Numéro de registre de la SCP		
Declared Value	Valeur déclarée	[REDACTED]		

33-086-584 (17-12)

Re: Case #368588 and CF-2022-005974, Property located at 224 Waverly Road, Dartmouth

This is to advise that your appeal will be heard by the Appeals Committee on **Thursday, March 9, 2023**. 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 www.halifax.ca by end of day Friday, March 3, 2023. If you require a hard copy of the report, please contact our office.

Please 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 902.223.1046.

Sincerely,
Original signed

Krista Vining
Acting Deputy Clerk
Office of the Municipal Clerk

cc: Tanya Phillips, Manager, By-law Standards
Scott Hill, Regional Coordinator By-law
Laurie Lauder, Adjudication Clerk
Steven Levy, 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 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) 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 their 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 their 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) options:
 - 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.

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.

The Appeals Standing Committee meetings begin at 10:00 a.m. and cases will be heard as they appear on the approved agenda.