



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

**Item No. 12.1.1**  
**Appeals Standing Committee**  
**June 13, 2024**

**TO:** Chair and Members of Appeals Standing Committee

**SUBMITTED BY:** Original Signed  
Andrea MacDonald, Director, Community Standards and Compliance

**DATE:** May 30, 2024

**SUBJECT:** **Appeal Report – Case CF-2023-029979 24 Wilcot Lane, Dartmouth**

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**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, PW-CDD (Single Unit Dwelling, Port Wallace Comprehensive Development District).

A review of the HRM database system shows no permits issued for the property. The property owner has suggested a business is operating from the property. Compliance staff consulted with Planning and Development staff and were advised that a search of property records in Hansen, Posse and AV Cold confirmed that no permits have been issued for the property. A deed from 1974 shows that a business existed however this does not mean that the business was permitted. A review of the lot file also resulted in no record of a permit issued for this property. No records found regarding zoning prior to 1978 within Dartmouth for this area and the PIDs checked include: 00275339, 00275305, 40304032.

A complaint was received by service request on Oct 30, 2023. The complainant stated that the property was unsightly with derelict vehicles and an eye sore to the surrounding properties.

**CHRONOLOGY OF CASE ACTIVITIES:**

03-Dec-2023 The Compliance Officer conducted a site inspection at a vacant lot, PID 00275339, hereinafter referred to as “the property” (attached as Appendix B). The inspection revealed derelict vehicles on site and a large amount of debris scattered on the property.

27-Jan -2024 The Compliance Officer attended the property and noted an RV on site. The Compliance Officer knocked on the door of the RV and a male answered. The Compliance Officer advised the individual that they were attending the property to conduct a site inspection.

The inspection revealed an accumulation of debris and four derelict vehicles (two vans and two trucks). The vehicles appear to be in a state of disrepair, unregistered, and missing parts. The two trucks were also surrounded by debris and scattered materials.

Two notices were posted at the property, a 14-day notice of violation for debris and a 14-day notice of violation to remove or repair the derelict vehicles (attached as Appendix C and D) The Compliance Officer left a voicemail for the property owner advising of the violations and the Notices that were posted at the property.

11-Apr-2024 The Compliance Officer conducted a site inspection and noted the violations still exist.

16-Apr-2024 The Compliance Officer attended the property and noted no change at the property. The Compliance Officer posted two 7-day Orders to Remedy at the property. One Order was for an accumulation of debris, including but not limited to scrap wood, barrels, Styrofoam, hoses, pallets, plastic buckets, scrap metal, electronic appliances, and other scattered litter and debris (attached as Appendix E). The second Order was for four (4) derelict vehicles including a white van marked with “foundations” on the box plate BKT 582, a white van marked “East Coast Foundations” with no license plate, a white and green GMC Sierra truck missing the windshield, punctured tires and no license plate, and a blue truck missing the windshield, dented hood, flat tires, and no license plate (attached as Appendix F).

The Compliance Officer spoke with the property owner via telephone, advised of the violations and that the 7-day Orders to Remedy had been posted on the property. The

property owner was made aware of the process and their right to appeal. Copies of the Orders were also sent via registered mail to the property owner.

- 19-Apr-2024 The property owner submitted a Notice of Appeal (attached as Appendix G) to the Municipal Clerk's Office.
- 23-Apr-2024 The Municipal Clerk's Office sent the property owner a letter advising the appeal was scheduled for the June 13, 2024, Appeals Standing Committee meeting (attached as Appendix H).
- 24-May-2024 The Compliance Officer attended the property and noted some wood debris had been removed, but little to no other progress has been made.
- 28-May-2024 Due to unclaimed registered mail being returned, The Municipal Clerk's Office sent a second letter to the property owner advising the appeal was scheduled for the June 13, 2024, Appeals Standing Committee meeting (attached as Appendix I).

### **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.

### **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.

### **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.

### **ATTACHMENTS**

- Appendix A: Legislative Authority – Halifax Regional Municipality Charter  
Appendix B: Copy of the Nova Scotia Property Map  
Appendix C: Copy of the Notice of Violation – Debris dated January 27, 2024  
Appendix D: Copy of the Notice of Violation – Vehicles dated January 27, 2024  
Appendix E: Copy of the Order to Remedy – Debris dated April 16, 2024  
Appendix F: Copy of the Order to Remedy – Vehicles dated April 16, 2024  
Appendix G: Copy of the letter of appeal dated April 19, 2024  
Appendix H: Copy of the letter from the Clerk's Office dated April 23, 2024  
Appendix I: Copy of the letter from the Clerk's Office dated May 28, 2024
-

A copy of this report can be obtained online at [Halifax.ca](http://Halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared For: Humberto Madrigal Sanchez, Compliance Officer II, By-law Standards, 902.399.5365

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## 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:

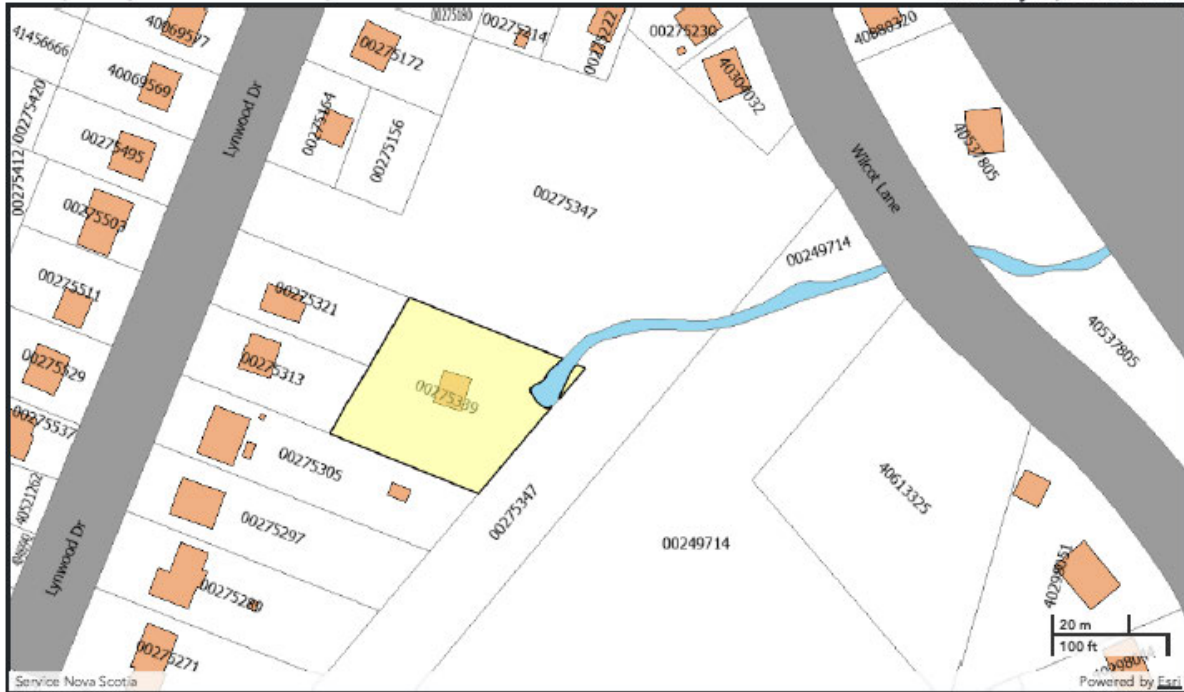
- (q) "dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing
- (i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or 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: May 29, 2024 14:01:15



**PID:** 00275339  
**County:** HALIFAX COUNTY  
**LR:** LAND REGISTRATION

**Address:** 15 LYNWOOD DRIVE  
DARTMOUTH  
**Owner:** SUSAN ANN HISCOCK  
BARRY WILLIAM SMITH

**AAN:** 04771915  
**Value:** \$18,000.00 (2024 RESIDENTIAL 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 1.0

This page and all contents are copyright © 1999-2024, [Government of Nova Scotia](http://Government of Nova Scotia), all rights reserved.  
If you have comments regarding our site please direct them to: [propertyonline@novascotia.ca](mailto:propertyonline@novascotia.ca)  
Please feel free to [Submit Problems](#) you find with the Property Online web site.

**HALIFAX** **Buildings and Compliance**

**Notice of Violation**

Notice Served Upon: \_\_\_\_\_  
Address: PID 00275339

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

<input type="checkbox"/> HRM By-law A-700 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 Unsanitary 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):  
An Accumulation of debris including but not limited to scrap wood, hoses, pallets, bucket, barrels, scrap metal, electrical appliances, an other scatter 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 Feb-11-2024 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.

Humberto M...  
[Redacted Signature]

27/Jan/2024  
Date (dd/mm/yy)

12:00  
Time (hh/mm)

2023 - 029979  
Case Number

Original signed

# HALIFAX

## Buildings and Compliance

### Notice of Violation

Notice Served Upon: \_\_\_\_\_

Address: RD 00275339

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 vehicles (white van plate BKT 582, white van east coast trucks, brown and white truck, blue truck) have been deemed delict by reason of the age, appearance, mechanical conditions or the lack of registration or licence plates

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

Repair or remove the above noted violations

Notice of Re-inspection:

A re-inspection will be performed on Feb-11-2024 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.

Humberto Madrigal  
Issuing Officer

Issuing Officer Phone Number  
[Redacted]

Original Signed

27/Jan/2024  
Date (dd/mm/yy)

12:05  
Time (hh/mm)

2073-029979  
Case Number



# 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 Dartmouth, NS  
PID # 00275339;  
Case # CF-2023-029979;  
Hereinafter referred to as the "Property"

**TO:** **SUSAN ANN HISCOCK, BARRY WILLIAM SMITH**

**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, barrels, Styrofoam, hoses, pallets, plastic buckets, scrap metal, electronic appliances, and other scattered litter and 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, barrels, Styrofoam, hoses, pallets, plastic buckets, scrap metal, electronic appliances, and other scattered litter and 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 fourteen (14) 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 April 16, 2024.

Original Signed

HUMBERTO MADRIGAL SANCHEZ  
COMPLIANCE OFFICER  
Phone: (902) 399-5365

SCOTT HILL  
Administrator  
Halifax Regional Municipality

# HALIFAX

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**TO:** **SUSAN ANN HISCOCK, BARRY WILLIAM SMITH**

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

**AND WHEREAS** located on the Property is an unsightly or dangerous condition due to four vehicles deemed to be derelict due to being in a state of disrepair, not registered, and or missing parts, including a white van marked with "foundations" on the box plate BKT 582, a white van marked "East Coast Foundations" with no license plate, a white and green GMC Sierra truck missing the windshield, punctured tires and no license plate, and a blue truck missing the windshield, dented hood, flat tires, and no license plate, 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 white van marked with "foundations" plate BKT 582, white van marked "East Coast Foundations", white and green GMC Sierra truck, and the blue truck, so as to leave the Property in a neat, tidy, environmentally compliant and safe condition;

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**DATED** at Halifax, Nova Scotia this April 16, 2024.

HUMBERTO MADRIGAL SANCHEZ  
COMPLIANCE OFFICER  
Phone: (902) 399-5365

Original Signed

SCOTT HILL  
Administrator  
Halifax Regional Municipality

Barry  
NON-EMER

Date: Apr 19 2024

**EAST COAST FOUNDATIONS LTD.**

**24 WILCOT LANE, DARTMOUTH N.S. B2X 2S4**

BARRY WILLIAM SMITH

SUSAN ANN HISCOCK

Bill Due on Arrival. 2% per month after 30 days or 20% per year

H.S.T# R101543993

CASE # 2023-029979

We APPEAL THIS ORDER.

ALL ITEMS MENTION ARE NEEDED TO  
CARRY ON MY WORK.

We HAVE did THIS work FOR  
OVER 40 years. I HAVE some  
CLEAN up TO go TO THE dump. I'M  
WAITING UNTIL I HAVE A TRAILER  
LOAD.

Thank you

Original Signed

HALIFAX REGIONAL  
MUNICIPALITY

APR 23 2024

MUNICIPAL CLERK

# HALIFAX

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[REDACTED]

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

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**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 April 16, 2024.

Original Signed

HUMBERTO MADRIGAL SANCHEZ  
COMPLIANCE OFFICER  
Phone: (902) 399-5365

SCOTT HILL  
Administrator  
Halifax Regional Municipality

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[REDACTED]

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**DATED** at Halifax, Nova Scotia this April 16, 2024.

Original Signed  
[REDACTED]

HUMBERTO MADRIGAL SANCHEZ  
COMPLIANCE OFFICER  
Phone: (902) 399-5365

SCOTT HILL  
Administrator  
Halifax Regional Municipality



April 23, 2024

**REGISTERED MAIL**

Barry William Smith and Susan Ann Hiscock

**Re: Case CF-2023-029979, 24 Wilcot Lane, Dartmouth**

This is to advise that your appeal will be heard by the Appeals Standing Committee on **Thursday, June 13, 2024.**

This meeting will happen in-person in the Council Chamber at Halifax City Hall, 1841 Argyle Street, Halifax. All visitors to City Hall must sign-in at the security desk and show government-issued photo ID; more detail is attached.

Please arrive for 10:00 a.m. but note that there may be other cases heard before yours on the agenda.

**If you cannot attend in person and must participate using Zoom, please let me know no later than 4:30pm on the business day prior to the meeting.**

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 7, 2024. 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 Standing Committee and/or council members and staff, and will form part of the public record, but it will not be posted online. You will be contacted if there are any concerns.

Should you wish to include images, video or audio as part of your appeal presentation to the Standing Committee, you must notify me by end of day Tuesday, June 11, 2024 to allow for technical preparation and testing.

Should you be unable to attend, you may have a representative attend to present the appeal to the Standing 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 Standing Committee's decision.

If you have any questions regarding this process, please contact me at 902-240-7164 and lovasia@halifax.ca.

Appendix H

Sincerely,

Original Signed

Andrea Lovasi-Wood  
Legislative Assistant  
Office of the Municipal Clerk

cc: Tanya Phillips, Manager, By-law Standards  
Scott Hill, Supervisor, Regional Compliance  
Vicki Aguinaga, Supervisor, Support Services  
Michelle LaPierre, Adjudication Clerk  
Humberto Madrigal Sanchez, Compliance Officer

Enclosures:

- Information – Attending In Person Meetings
- Order of Proceedings for Appeals Standing Committee

# Attending In-Person Meetings

There are sign-in procedures in place for everyone visiting Halifax City Hall for all meetings and events.

All visitors, including media, must sign-in at the security desk, located at the main (Grand Parade) entrance of City Hall. Visitors who use the accessible entrance on Argyle Street will be escorted to the security desk by staff.

All visitors must present federal, provincial, or territorial government-issued photo ID to security. They also must provide their first and last name and the reason for their visit. If a visitor does not have government issued photo ID, they may present two pieces of federal, provincial, or territorial government-issued ID, two pieces of documentation (e.g. bills) or a combination of two pieces of government-issued ID/documentation as long as they both include their first and last name.

For children younger than 18, one piece of government-issued identification, such as an original birth certificate, health card, passport or non-government-issued ID (e.g. student card) is recommended but not mandatory as long as the child is accompanying a parent/guardian.

Once signed-in, visitors will be given a visitor badge to wear while they're in City Hall. This badge must be visible during their entire visit and be returned to security staff as they're leaving the building.

If visitors require the use of an elevator, they can notify a member of staff who can assist.

Visitors are reminded that no signs or placards are permitted in City Hall.

For questions about attending a meeting in City Hall, contact the Municipal Clerk's Office.

<https://www.halifax.ca/city-hall/regional-council/attending-person-meetings>



## Appendix H

### Order of Proceedings for Appeals Standing Committee

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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.



May 28, 2024

**REGISTERED MAIL  
&  
EMAIL - [REDACTED]**

Barry William Smith and Susan Ann Hiscock  
24 Wilcot Lane  
Dartmouth, NS B2X 2S9

**Re: Case CF-2023-029979, 24 Wilcot Lane, Dartmouth**

This is to advise that your appeal will be heard by the Appeals Standing Committee on **Thursday, June 13, 2024**.

On May 21, 2024 the original notification letter regarding your appeal of the Order to Remedy issued for Case CF-2023-029979, 24 Wilcot Lane, Dartmouth was returned to the Clerk's Office as "unclaimed". During a May 23, 2024 telephone conversation with my colleague Catie Campbell, Barry Smith confirmed that he would pick up a second mailing of this notification letter sent via registered mail and he also provided an email address for the notification letter to be sent to.

The June 13, 2024 meeting will happen in-person in the Council Chamber at Halifax City Hall, 1841 Argyle Street, Halifax. All visitors to City Hall must sign-in at the security desk and show government-issued photo ID; more detail is attached.

Please arrive for 10:00 a.m. but note that there may be other cases heard before yours on the agenda.

**If you cannot attend in person and must participate using Zoom, please let me know no later than 4:30pm on the business day prior to the meeting.**

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 7, 2024. 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 Standing Committee and/or council members and staff, and will form part of the public record, but it will not be posted online. You will be contacted if there are any concerns.

Should you wish to include images, video or audio as part of your appeal presentation to the Standing Committee, you must notify me by end of day Tuesday, June 11, 2024 to allow for technical preparation and testing.

Should you be unable to attend, you may have a representative attend to present the appeal to the Standing Committee. Please note that your representative is required to have a letter signed by you giving

## Appendix I

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 Standing Committee's decision.

If you have any questions regarding this process, please contact me at 902-240-7164 and [lovasia@halifax.ca](mailto:lovasia@halifax.ca).

Sincerely,

Original Signed

Andrea Lovasi-Wood  
Legislative Assistant  
Office of the Municipal Clerk

cc: Tanya Phillips, Manager, By-law Standards  
Scott Hill, Supervisor, Regional Compliance  
Vicki Aguinaga, Supervisor, Support Services  
Michelle LaPierre, Adjudication Clerk  
Blair Leger, Adjudication Clerk  
Humberto Madrigal Sanchez, Compliance Officer

### Enclosures:

- Information – Attending In Person Meetings
- Order of Proceedings for Appeals Standing Committee

# Attending In-Person Meetings

There are sign-in procedures in place for everyone visiting Halifax City Hall for all meetings and events.

All visitors, including media, must sign-in at the security desk, located at the main (Grand Parade) entrance of City Hall. Visitors who use the accessible entrance on Argyle Street will be escorted to the security desk by staff.

All visitors must present federal, provincial, or territorial government-issued photo ID to security. They also must provide their first and last name and the reason for their visit. If a visitor does not have government issued photo ID, they may present two pieces of federal, provincial, or territorial government-issued ID, two pieces of documentation (e.g. bills) or a combination of two pieces of government-issued ID/documentation as long as they both include their first and last name.

For children younger than 18, one piece of government-issued identification, such as an original birth certificate, health card, passport or non-government-issued ID (e.g. student card) is recommended but not mandatory as long as the child is accompanying a parent/guardian.

Once signed-in, visitors will be given a visitor badge to wear while they're in City Hall. This badge must be visible during their entire visit and be returned to security staff as they're leaving the building.

If visitors require the use of an elevator, they can notify a member of staff who can assist.

Visitors are reminded that no signs or placards are permitted in City Hall.

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