



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

**REVISED - August 26, 2024**

Revisions made to "Background" and "Discussion" sections of report. Attachment "G" was also updated with July 11, 2024 letter advising of new appeal hearing date.

**Item No. 8.1**  
**Appeals Standing Committee**  
**July 11, 2024**  
**September 5, 2024**

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

**FROM:** Tanya Phillips, Acting Director, Community Standards and Compliance

**DATE:** August 26, 2024

**SUBJECT:** **Appeal Report – Case CF-2024-012468 213 Fraser Road, Williamswood**

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**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").

**RECOMMENDATION**

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

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

**BACKGROUND**

There have been seven previous dangerous or unsightly cases at the property. Five cases were closed as owner compliance. Two cases were closed by HRM completing the remedy work to bring the property into compliance.

The property is zoned R-2 (Two Unit Dwelling) under the Planning District 5 Land Use By-law.

A review of the HRM database system shows no permits issued for the property.

A complaint was received on March 4, 2022, with the complainant stating that the property was unsightly and looks like a junkyard. Separate cases were opened for debris (case 368813), deteriorated structures (case 369428) and derelict vehicles (case 369427). The property owner complied with the Orders for the derelict vehicles and deteriorated structures.

In May of 2023 HRM was advised that there was a change in ownership to the property due to personal circumstances. Additional time was provided to the individual who was newly responsible for the property. The individual is identified in the chronology of the report as the executor/property owner.

In May of 2024, site inspections were conducted at the property and the debris violations remained.

This case was originally scheduled to be heard by the Appeals Standing Committee on July 11, 2024 however due to a request by the property owner related to their personal circumstances, the Appeals Standing Committee deferred the case to the September 5, 2024 meeting date.

## **DISCUSSION**

- 05-Mar-2022 The Compliance Officer conducted a site inspection at 213 Fraser Road, Williamswood, PID 40073439, hereinafter referred to as “the property” (attached as Appendix B). The inspection revealed several derelict vehicles and a deteriorated mobile home which had open access through the front and rear doors. The property also had an accumulation of debris including scrap metal and appliances.
- 20-Mar-2022 The Compliance Officer conducted a site inspection and noted a large amount of demolition debris which was snow-covered and not visible from the previous visit. Violation notices were mailed to the property owner (attached as Appendix C).
- 13-May-2022 The Compliance Officer contacted the property owner via phone and advised him of the complaint and the violations noted during the site inspection. The property owner and Compliance Officer agreed to meet at the property on May 18, 2022.
- 18-May-2022 The Compliance Officer and property owner met on site. The property owner explained their plan to bring the property into compliance. The Compliance Officer was agreeable to the plan provided progress was being made to clean up the property. A 30-day Order to Remedy was hand delivered to the property owner (attached as Appendix D).
- 17-Aug-2022 The Compliance Officer attended the property and noted no change in the condition of the property.
- 22-Feb-2023 A site inspection took place and violations remained including: demolition debris, scattered debris, tires, blocks, scrap metal and scrap wood.
- 3-May-2023 A site meeting took place with contractors to obtain quotes. Violations remained, including: broken glass, blocks, scrap wood, a scrap metal pile, tires, wheels, scrap siding, televisions and scattered debris.
- 26-May-2023 A representative of the property owner contacted HRM to advise that the property owner passed away. The executor (new property owner/responsible party) of the estate was calling as she didn't know if HRM had initiated a clean-up at the property. The executor stated that she arrived at the property to find that orange fencing had been installed and a contractor was on site doing work. They stated that the executor wished to complete the required work at the property and wanted a call back.
- 2-Jun-2023 The Compliance Officer spoke with the executor/property owner regarding the violations and work required to bring the property into compliance. The executor/property owner expressed desire to complete the work and proposed a plan to the Compliance Officer. The Compliance Officer was agreeable and advised that follow up site inspections would be taking place.
- 13-Aug-2023 The Compliance Officer conducted a site inspection and noted there was a large junk bin (full) on site, however, debris violations were still present throughout the property.
- 30-Nov-2023 The Compliance Officer spoke with the executor and discussed the remaining violations at the property. The executor requested copies of the Orders so they could understand the required work for the debris clean up. The Compliance Officer discussed the required work and also emailed copies of the Orders as requested.

- 19-Jan-2024 The Compliance Officer received an email from a lawyer who advised they were representing the executor and wanted to discuss how best to move forward to expedite the case and the sale of the property.
- 2-Feb-2024 The Compliance Officer responded to the lawyer and advised the file was being sent to remedy as the work was not completed to bring the property into compliance. The Compliance Officer provided copies of the Orders to the lawyer as requested.
- 20-Mar-2024 The Compliance Officer attended the property and noted the debris violations still exist.
- 15-May-2024 Due to the change in ownership of the property and the amount of time that has elapsed since the original Orders were issued, HRM issued new Orders and provided an opportunity for the executor to complete the work. The Compliance Officer called the executor to review the Orders and Compliance timeline.
- 22-May-2024 The Compliance Officer attended the property and noted the violations still exist. A 7-day Order for debris violations was posted on the front door of an accessory building on the property and a copy of the Order was also sent via registered mail to the executor/property owner (attached as Appendix E).
- 24-May-2024 The property owner submitted a Notice of Appeal to the Municipal Clerk's Office (attached as Appendix F).
- 7-Jul-2024 The Compliance Officer attended the property and noted no change to the condition of the property.
- 11-Jul-2024 The case was scheduled to be heard by the Appeals Standing Committee. The property owner was unable to attend the meeting and requested that the case be deferred. The Appeals Standing Committee deferred the case to the September 5, 2024 meeting date.  
  
The Municipal Clerk's Office sent the property owner a letter advising the appeal was scheduled for the September 5, 2024, Appeals Standing Committee meeting (attached as Appendix G).
- 22-Aug-2024 The Compliance Officer conducted a site inspection which revealed debris remains on site and there has been no progress towards bringing the property into compliance. The Officer also noted that the property now has overgrown grass and a lack of landscaping.

### **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 CONSIDERATION**

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

### **COMMUNITY ENGAGEMENT**

No community engagement was required.

### **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.

### **LEGISLATIVE AUTHORITY**

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

### **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 March 20, 2022
- Appendix D: Copy of the Order to Remedy – Debris dated May 18, 2022
- Appendix E: Copy of the Order to Remedy – Debris dated May 22, 2024
- Appendix F: Copy of the letter of appeal dated May 24, 2024
- Appendix G: Copy of the letter from the Clerk’s Office dated July 11, 2024

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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: Ryan MacNeil, Compliance Officer II, By-law Standards, 902.478.1203

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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



Property Information	
<b>PID:</b>	<b>40073439</b> <a href="#">Details</a>
<b>AAN:</b>	<b>03093271</b>
<b>Value:</b>	\$144,900.00 (2024 RESIDENTIAL TAXABLE)
<b>Address:</b>	<b>213 FRASER ROAD</b> <b>WILLIAMSWOOD</b>
<b>County:</b>	HALIFAX COUNTY
<b>Owner:</b>	NATASHA LYNN DAWSON
<b>LR:</b>	LAND REGISTRATION

## Notice of Violation

Notice Served Upon: Name \_\_\_\_\_  
or address 213 Fraser 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 Unsanitary 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 scrap metal, demolition rubble, televisions, scrap wood, pipes, hot water tank, scaffolding, windows, indoor furniture, siding, plastic containers, broken glass, tires, wheels, signs, milk crates, rubber mats, truck bed liner, bagged solid waste, tubing, green trailer, yellow trailer, wheelbarrow, cable, broken power meter, tarps 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 April 19, 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.

T. Murdoch  
\_\_\_\_\_  
Issuing Officer  
902-943-9213  
\_\_\_\_\_

20/03/22  
\_\_\_\_\_  
Date (dd/mm/yy)  
0908hrs  
\_\_\_\_\_  
Time (hh/mm)  
368813  
\_\_\_\_\_  
Case Number

Original  
Signed



# 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 213 FRASER RD, WILLIAMSWOOD, NS,  
PID # 40073439 [REDACTED] Case # 368813  
Hereinafter referred to as the "Property"

**TO:** EDMUND BUTLER WALSH  
[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 scrap metal, demolition rubble, televisions, scrap wood, pipes, hot water tank, scaffolding, windows, indoor furniture, siding, plastic containers, broken glass, tires, wheels, signs, milk crates, 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 metal, demolition rubble, televisions, scrap wood, pipes, hot water tank, scaffolding, windows, indoor furniture, siding, plastic containers, broken glass, tires, wheels, signs, milk crates, rubber mats, truck bed liner, bagged solid waste, tubing, green trailer, yellow trailer, wheelbarrow, cable, broken power meter, tarps and 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 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 18th of May, 2022 AD.

THOMAS MURDOCH  
COMPLIANCE OFFICER  
Phone: (902)943-9213 x

[REDACTED]  
SCOTT HILL  
Administrator  
Halifax Regional Municipality

Original Signed



# 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 213 FRASER RD, WILLIAMSWOOD, NS B3V1B7;  
Case # CF-2024-012468;  
Hereinafter referred to as the "Property"

**TO:** NATASHA LYNN DAWSON

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 metal, demolition debris, scrap wood, oil tank, hot water heater, shingles, plastic containers, metal cabinet, milk crates, stereo, insulation, tires, and 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 metal, demolition debris, scrap wood, oil tank, hot water heater, shingles, plastic containers, metal cabinet, milk crates, stereo, insulation, tires, and 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 22<sup>ND</sup> of May 2024.

RYAN MACNEIL  
COMPLIANCE OFFICER  
Phone: 902-478-1203

Original Signed

TANYA PHILLIPS  
Administrator  
Halifax Regional Municipality

**Lovasi-Wood, Andrea**

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**Subject:** FW: [External Email] 213 +215  
**Attachments:** PXL\_20240524\_184011853.jpg; PXL\_20240524\_184011853.jpg

From: [REDACTED] >  
Sent: Friday, May 24, 2024 3:46 PM  
To: Office, Clerks <clerks@halifax.ca <mailto:clerks@halifax.ca> >  
Subject: [External Email] 213 +215

[This email has been received from an external person or system]

Good afternoon,

I am the personal representative for [REDACTED]

I am asking for an extension of time to have the property taken care of. [REDACTED].

I am looking to have my situation heard in order to have a time extension in order to take care of the property.

Thank you,  
Natasha Dawson  
[REDACTED]

# HALIFAX

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

IN THE MATTER OF:

Property located at 213+ 215 Fraser Rd  
Case # CF-2024-12468 / CF-2024-012470  
PID # \_\_\_\_\_  
Tax # \_\_\_\_\_

I Natasha Dawson wish to file this Written Notice of Appeal in relation to the Order I received dated the 22 day of May, 2024 from the Compliance Officer respecting the above noted Property.

The reason for appeal is:

I am asking for more time as I  
[Redacted]

Information, which is provided or obtained in relation to your appeal, will be a matter of public record.

Submitted by:

- Property Owner(s)  Guardian, Trustee, or Power of Attorney\*  Agent of Property Owner(s)\*
- Other, Please Specify\* \_\_\_\_\_ \*written authorization of property owner required

DATED at Halifax, Nova Scotia this 24<sup>th</sup> day of May, 2024

Natasha Dawson  
Legal Name of Appellant (please print)

Original Signed  
[Redacted Signature]

Signature of Appellant

[Redacted Address Line]

(Address) (Apt)

[Redacted City Line]

(City) (Postal Code)

[Redacted Contact Information]

Preferred Name

SEND TO:  
**Office of the Municipal Clerk**  
 P.O. Box 1749  
 Halifax, NS B3J 3A5  
 Fax: 902-490-4208  
 Email: [clerks@halifax.ca](mailto:clerks@halifax.ca)

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





July 11, 2024

REGISTERED MAIL & EMAIL - ewpoanatasha@gmail.com

Natasha Dawson

Re: Case CF-2024-012468, 213 Fraser Road, Williamswood and Case CF-2024-012470, 215 Fraser Road, Williamswood

This letter confirms that in the matter of your appeals of the Order to Remedy issued May 22, 2024 for Case 2024-012468 and the Order to Remedy issued May 22, 2024 for Case CF-2024-012470, the Appeals Standing Committee on July 11, 2024 decided to defer both appeal hearings to the Thursday, September 5, 2024 meeting of the Appeals Standing Committee.

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, August 30, 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, September 3, 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 for your appeal of the Orders to

## Appendix G

Remedy for each property for a total of **20 minutes**, further to my June 28, 2024 email. A copy of the appeals process is attached. If neither you nor a representative appears, the hearings 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 [REDACTED] 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  
Ryan MacNeil, Compliance Officer  
Karen MacDonald, Solicitor, Legal & Legislative Services

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.

## 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.