



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

**Item No. 12.1.1**  
**Appeals Standing Committee**  
**April 9, 2026**

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

**SUBMITTED BY:** Original Signed  
Tanya Phillips, Director, Community Standards & Compliance

**DATE:** March 20, 2026

**SUBJECT:** Appeal Report – CF-2025-029355, 2370 Armcrescent East Drive, Halifax

**ORIGIN**

Appeal of Order to Remedy the condition of properties 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 has been one previously recorded Dangerous or Unightly Premises case associated with this property. The case was closed as owner compliance.

The property is zoned ER-3 (Established Residential 3), under the Regional Centre Land Use By-law.

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

**CHRONOLOGY OF CASE ACTIVITIES:**

17-Sep-2025 The Compliance Officer attended 2370 Armcrescent East Drive, Halifax, hereinafter referred to as “the property” (attached as Appendix B). The Compliance Officer knocked on the door to the residence and received no response.

The Compliance Officer conducted a site inspection and noted an accumulation of debris including but not limited to plastic buckets, plastic containers, household items, cardboard boxes, scrap metal, scrap wood, tarps, plastic boxes, metal buckets, coolers, camping tent, indoor furniture, drawers and other scattered debris.

The Compliance Officer left a 7-day Notice of Violation (attached as Appendix C) on the door of the dwelling.

22-Sep-2025 The Compliance Officer received a phone call from a representative of the property owner requesting an extension of the 7-day Notice of Violation. The property owner and Compliance Officer mutually agreed to an extension to the compliance deadline to September 29, 2025.

29-Sep-2025 The Compliance Officer attended the property and spoke to a resident that was on site. The individual advised that the house had recently flooded and is now under renovation. The Compliance Officer informed the property owner the next inspection would be October 6, 2025.

06-Oct-2025 The Compliance Officer conducted a site inspection, and the property owner was working in the yard. The property owner advised that they hoped to have the driveway and backyard cleaned up by the end of the weekend.

14-Oct-2025 The Compliance Officer attended the property and noted no change in the condition of the property. The Officer spoke to the property owner onsite and advised they would be back to the property in 3 days to issue a 7-day Order to Remedy.

17-Oct-2025 The Compliance Officer attended the property, knocked on the door and received no answer. The Compliance Officer conducted a site inspection and confirmed the violations still exist. The Officer posted a 7-day Order to Remedy (attached as Appendix D).

The Compliance Officer called the property owner and left a voicemail explaining the Order to Remedy and the appeal process.

A copy of the Order was sent to the property owner via registered mail.

21-Oct-2025 The property owner submitted a Notice of Appeal (attached as Appendix E) to the Municipal Clerk’s Office.

- 22-Oct-2025 The Municipal Clerk's Office sent the property owner a letter advising the appeal was scheduled for the December 4, 2025, Appeals Standing Committee meeting.
- 17-Nov-2025 The Compliance Officer attended the property, knocked at the door and there was no answer. The Officer conducted a site inspection and noted no change to the condition of the property.
- 20-Nov-2025 The Municipal Clerk's Office sent the property owner a letter advising that the appeal was rescheduled to the January 15, 2026, Appeals Standing Committee meeting.
- 01-Dec-2025 The Compliance Officer attended the property, knocked at the door and there was no answer. The Officer conducted a site inspection and noted that some items had been removed however, there is still a significant amount of debris remaining.
- 19-Dec-2025 The Municipal Clerk's Office sent the property owner a letter advising that the appeal hearing has been rescheduled to the February 26, 2026, Appeals Standing Committee meeting.
- 20-Jan-2026 The Compliance Officer attended the property, knocked at the door and no one answered. Due to the accumulation of snow, the Compliance Officer could not evaluate or observe the debris violations on the property.
- 11-Feb-2026 The Municipal Clerk's Office sent the property owner a letter advising that the appeal hearing has been rescheduled to the March 12, 2026, Appeals Standing Committee meeting.
- 27-Feb-2026 The Municipal Clerk's Office sent the property owner a letter advising that the appeal hearing has been rescheduled to the April 9, 2026, Appeals Standing Committee meeting (Attached as Appendix F).
- 19-Mar-2026 The Compliance Officer attended the property, knocked at the door and no one answered. The reinspection revealed that violations still exist and no improvement had been made to the amount of debris on the property.

### **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 Records Map
- Appendix C: Copy of the 7-day Notice of Violation dated September 17, 2025
- Appendix D: Copy of Order to Remedy dated October 17, 2025
- Appendix E: Copy of the Notice of Appeal received October 21, 2025
- Appendix F: Copy of the letter from the Clerk’s Office dated February 26, 2026

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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: Viv Gravina Compliance Officer II, Community Standards & Compliance, 902-478-3385

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**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:

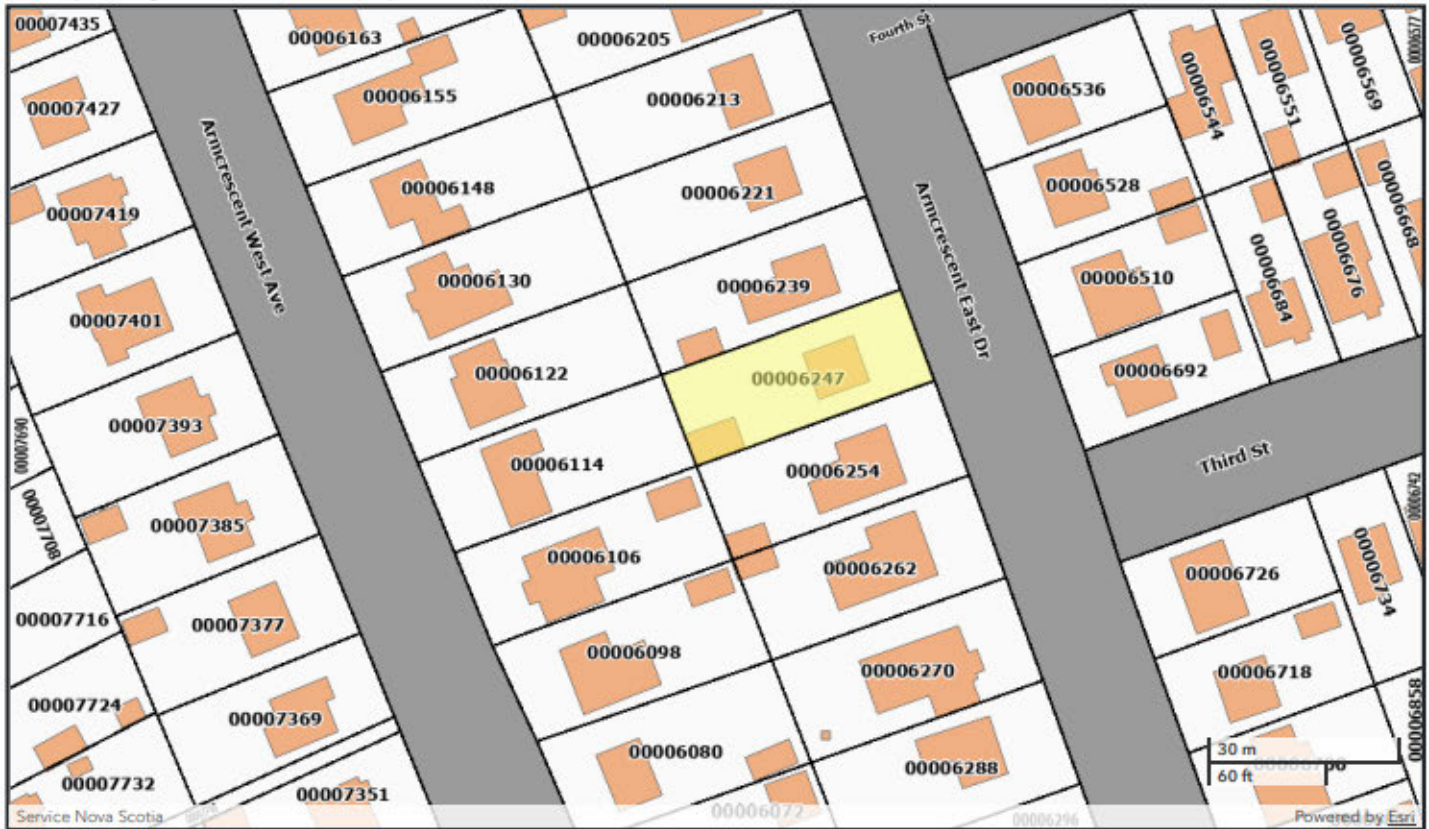
- (q) "dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing
- (i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or 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: November 18, 2025 12:52:14



|                                  |   |   |
|----------------------------------|---|---|
| <b>PID:</b> 00006247             | <b>Address:</b> 2370 ARMCRESCENT EAST DRIVE | <b>AAN:</b> 00364088                                  |
| <b>County:</b> HALIFAX COUNTY    | HALIFAX                                     | <b>Value:</b> \$822,500.00 (2025 RESIDENTIAL TAXABLE) |
| <b>LR:</b> NOT LAND REGISTRATION | LOT 105                                     |   |
|                                  | <b>Owner:</b> VERONICA ARANY                |   |

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

# HALIFAX

## Buildings & Compliance

### Notice of Violation

Notice Served Upon: Name \_\_\_\_\_  
or address 2370 Amerscrescent East Drive

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 Unightly 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 |
|  | Other: _____  |

Details of violation(s):

An accumulation of debris including but not limited to plastic buckets, plastic containers, household stuff, cardboard boxes, scrap metal, scrap wood, tarps, bags, plastic boxes, metal bucket, coolers, camping tent, indoor furniture, drawers, and other scattered debris

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

Remove the above noted violation from the property.

Notice of Re-inspection:

A re-inspection will be performed on September 24/2025 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.

V. Grouins  
Issuing Officer

902-478-3385  
Issuing Officer Phone Number

\_\_\_\_\_  
Issuing Officer Signature

17/09/2025  
Date (dd/mm/yy)

12:19 HR5  
Time (hh/mm)

CF-2025-029355  
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 2370 ARMCRESCENT EAST DR, HALIFAX, NS B3L3C7;  
Case # CF-2025-029355;  
Hereinafter referred to as the "Property"

**TO:** VERONICA ARANY

**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 buckets, a vacuum, cardboard boxes, kitchen items, drawers, scrap metal, scrap wood, plastic totes, plastic lids, window, duffle bags, kit bags, bagged waste, bagged personal items, floor tiles, plastic cabinets, bags, shelves, tarps, rubber mats, coolers, ink spray, indoor furniture, plastic jugs, cabinet, fan, milk crates, bread racks, plastic pallets, 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 buckets, a vacuum, cardboard boxes, kitchen items, drawers, scrap metal, scrap wood, plastic totes, plastic lids, window, duffle bags, kit bags, bagged waste, bagged personal items, floor tiles, plastic cabinets, bags, shelves, tarps, rubber mats, coolers, ink spray, indoor furniture, plastic jugs, cabinet, fan, milk crates, bread racks, plastic pallets, 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.

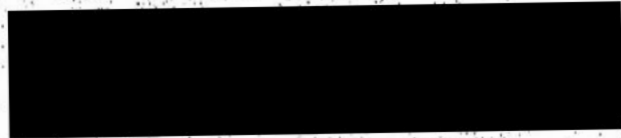
**DATED** at Halifax, Nova Scotia this October 17, 2025.

VIVIANE GRAVINA  
COMPLIANCE OFFICER  
Phone: 902-478-3385

Hill, Scott  
Digitally signed by Hill,  
Scott  
Date: 2025.10.15  
10:07:12 -03'00'

SCOTT HILL  
Administrator  
Halifax Regional Municipality

# BB Custom Financial Services Limited



# Fax

URGENT

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|       |                     |          |                      |
|-------|---------------------|----------|----------------------|
| To:   | The Municipal Clerk | Company: | HRM Notice of Appeal |
| Fax:  | [Redacted]          | Pages:   | 3                    |
| Date: | October 21, 2025    | cc:      |                      |
| Re:   | Veronica Arany      |          |                      |

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Case#CF2025-029355

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- Urgent     For Review     Please Comment     Please Reply     Please Recycle

### Comments :

To Whom This May Concern:

Please find the attached letter from Mrs. V. Arany appealing the order to remedy dangerous or unsightly premises. Mrs. Arany is requesting an extension of time.

She has engaged BBCF Services Limited to assist with rectifying the current situation at her home.

You may reach out to [Redacted] if you have questions. Ms. Burke has spoken to the Compliance Officer Viviane Gravina prior to the recent 7 day notice, and has left subsequent messages to speak with Ms. Gravina in an effort to explain her role in the process.

Mrs. Arany would be very grateful to receive extra time now that she has engaged help to remedy the debris at her house.

Please do not hesitate to reach out to Bonnie Burke at the office or on her cell.

Oct 21/25

To the Appeals Standing Committee of  
the HRM. re - Case # CF - 2025 - 029355

I, Veronica Gray have been  
working with others to remedy  
the situation of my property and  
require more time to do so  
considering how difficult it is  
to set up dates for people to  
remove it.

Yours truly,

<sup>be</sup>  
I would be grateful if you can extend  
extra time

Bonnie Burde is BB Custom is assisting  
us to remedy this situation



**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 2370 ARMCRESCENT EAST DR, HALIFAX, NS B3L3C7;  
PID # 00006247; [REDACTED],  
Case # CF-2025-029355;  
Hereinafter referred to as the "Property"

**TO:** VERONICA ARANY  
2370 ARMCRESCENT EAST DR, HALIFAX NS, B3L 3C7

**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 buckets, a vacuum, cardboard boxes, kitchen items, drawers, scrap metal, scrap wood, plastic totes, plastic lids, window, duffle bags, kit bags, bagged waste, bagged personal items, floor tiles, plastic cabinets, bags, shelves, tarps, rubber mats, coolers, ink spray, indoor furniture, plastic jugs, cabinet, fan, milk crates, bread racks, plastic pallets, and other scattered debris and litter, in accordance with Section 3(q) of the Charter;

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**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 October 17, 2025.

VIVIANE GRAVINA  
COMPLIANCE OFFICER  
Phone: 902-478-3385

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SCOTT HILL  
Administrator  
Halifax Regional Municipality

February 26, 2026

EMAIL – [REDACTED]

Veronica Arany  
2370 Armcrescent East Drive  
Halifax, NS B3L 3C7

**Re: Case CF-2025-029355, 2370 Armcrescent East Drive, Halifax**

This is to advise that your appeal is being rescheduled because the accumulation of snow and winter weather prevents staff from assessing compliance with the terms of the Order to Remedy issued in this matter. The hearing is now scheduled to be heard by the Appeals Standing Committee on **Thursday, April 9, 2026**

The hearing will be held in the Council Chamber, 3rd Floor, City Hall, 1841 Argyle Street, Halifax, in a public session, open to the public and media.

Enhanced security processes to access the building, including security screening with X-ray and metal detection, as well as sign-in with government-issued photo ID, are in place. Please allow for ample time to complete these processes before your meeting start time. 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'd like, you can let us know how to say your name using simple, sound-it-out spelling. (For example: for Leila Nahirah say "Lay-ah Nah-HEE-rah").

**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 Thursday, April 2, 2026. 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](http://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, April 7, 2026 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

## Appendix F

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,

A black rectangular redaction box covering the signature of the sender.

Andrea Lovasi-Wood  
Legislative Assistant  
Office of the Municipal Clerk

cc: Tanya Phillips, Manager, By-law Standards  
Steven Berkman, Manager, Community Safety Program  
Scott Hill, Supervisor, Regional Compliance  
Stephen Rice, Supervisor, Regional Compliance  
Lori Scolaro, Supervisor, Regional Compliance  
Vicki Aguinaga, Supervisor, Support Services  
[adjudication@halifax.ca](mailto:adjudication@halifax.ca)  
[bylawremedy@halifax.ca](mailto:bylawremedy@halifax.ca)  
Viv Gravina, Compliance Officer

### Enclosures:

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

# Attending In-Person Meetings

There are security procedures in place for everyone visiting Halifax City Hall for all meetings and events. Please allow ample time to complete these processes before your meeting or event.

## Identification and sign in required

All visitors, including media, must sign in and complete security screening at the security desk 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 must also 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 both pieces 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.

## X-ray and metal detection screening

"Airport-style" security screening is required to enter City Hall. This ensures a safe environment for all visitors and employees. You will be asked to remove jackets and place all personal items and electronics into the trays provided. City Hall security personnel will guide you through the screening process.

**For the safety of all, the following items are prohibited:**

- amplification devices and noisemakers (e.g. megaphones, air horns etc.);
- signs, placards and banners;
- sharp or piercing objects (e.g. scissors, razor blades, knitting needles, multi-tools with blades, corkscrews, knives, box cutters etc.) except medical use (e.g. insulin needles, EpiPen etc.);
- striking implements or tools (e.g. batons, hammers or other blunt force items);
- compressed gas containers (except medical use), aerosol sprays, pepper spray or non-sealed batteries;
- explosive or flammable materials (e.g. fireworks, ammunition, fuel, cooking gas, matches or non-disposable lighters) – disposable lighters are permitted;
- firearms of any kind, including imitation, replicas or toy weapons; and
- illegal or restricted items (e.g. brass knuckles, bear spray or other animal repellents etc.)

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 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.

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

<https://www.halifax.ca/visitingcityhall>

## Appendix F

### 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.