



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

**Item No. 12.1.2**  
**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-2025-035226 44 Verdi Drive, Bedford

**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 have been two previous dangerous or unsightly cases at the property. One case was closed owner compliance. The other case was closed with HRM completing the remedy work to bring the property into compliance.

The property is zoned ILI (Light Industrial), under the Bedford Land Use By-Law.

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

A complaint was received on November 13, 2025, stating that the property is a safety concern for local youth and that the collapsed dome and scatter debris is an eyesore.

As the Compliance Officer addressed this case, they learned that the property is in receivership. The Officer communicated directly with the Responsible Party regarding the violations and required work.

**CHRONOLOGY OF CASE ACTIVITIES:**

17-Nov-2025 The Compliance Officer attended 44 Verdi Drive, Bedford, hereinafter referred to as “the property” (attached as Appendix B).

The Compliance Officer conducted a site inspection and noted a large outdoor sports dome that was in a state of disrepair due to the dome not being fully inflated or secure from public access. In addition, there was assorted debris noted on the property.

24-Nov-2025 The Compliance Officer spoke via telephone with the property owner. The Compliance Officer discussed the violations noted at the property.

The Compliance Officer inquired about the property owner’s intentions for the dome structure on the property as the Officer stated that the dome needs to be repaired and properly secured. The property owner advised that their intention was to repair the structure.

03-Dec-2025 The Compliance Officer was contacted by the company that has been appointed as the Responsible Party for the property due to receivership. The company representative asked that all documentation related to the property be sent to them as the Responsible Party.

04-Dec-2025 The Compliance Officer conducted a site inspection and noted the debris violations remain on site. The Officer also noted that the main entrance of the dome is not secure and open to public access.

The Compliance Officer posted a 7-day Order to Remedy for open access, (attached as Appendix C), and a 7-day Order to Remedy for debris violations, (attached as Appendix D). Copies of both Orders were sent to the Responsible Party via registered mail

10-Dec-2025 The Municipal Clerk’s Office received a Notice of Appeal from the Responsible Party (attached as Appendix E) dated December 9, 2025.

The Municipal Clerk’s Office sent the Responsible Party a letter advising the appeal was scheduled for the January 15, 2026, Appeals Standing Committee meeting.

11-Dec-2025 The Municipal Clerk’s Office sent the Responsible Party a letter advising the appeal to be rescheduled for the February 26, 2026, Appeals Standing Committee meeting.

12-Dec-2025 The Responsible Party contacted the Compliance Officer via telephone and confirmed they received the two Orders. The individual advised it would take some time to complete the work. The Compliance Officer explained the need to secure the site due to public safety concerns. The individual stated they would hire someone to secure the structure.

- 23-Jan-2026 The Compliance Officer conducted a site inspection and noted the debris violations still exist. The Compliance Officer also noted that the doors to the front entrance have been secured. There are several entry points into the structure that have not been secured. There is only a small section of fencing in place which does not address the entry points. The Responsible Party is appealing both Orders so there is no further action that can be taken.
- 11-Feb-2026 The Municipal Clerk's Office sent the Responsible Party a letter advising that the appeal hearing has been rescheduled to the March 12, 2026, Appeals Standing Committee meeting.
- 26-Feb-2026 The Municipal Clerk's Office sent the Responsible Party a letter advising that the appeal hearing has been rescheduled to the April 9 2026, Appeals Standing Committee meeting (attached as Appendix F).
- 17-Mar-2026 The Compliance Officer conducted a site inspection and noted the violations still exist.

### **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 7-day Order to Remedy Open Access dated December 4, 2025  
Appendix D: Copy of 7-day Order to Remedy Debris dated December 4, 2025  
Appendix E: Copy of the Notice of Appeal dated December 9, 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: Humberto Madrigal, Compliance Officer II, Community Standards & Compliance, 902-399-5365

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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:

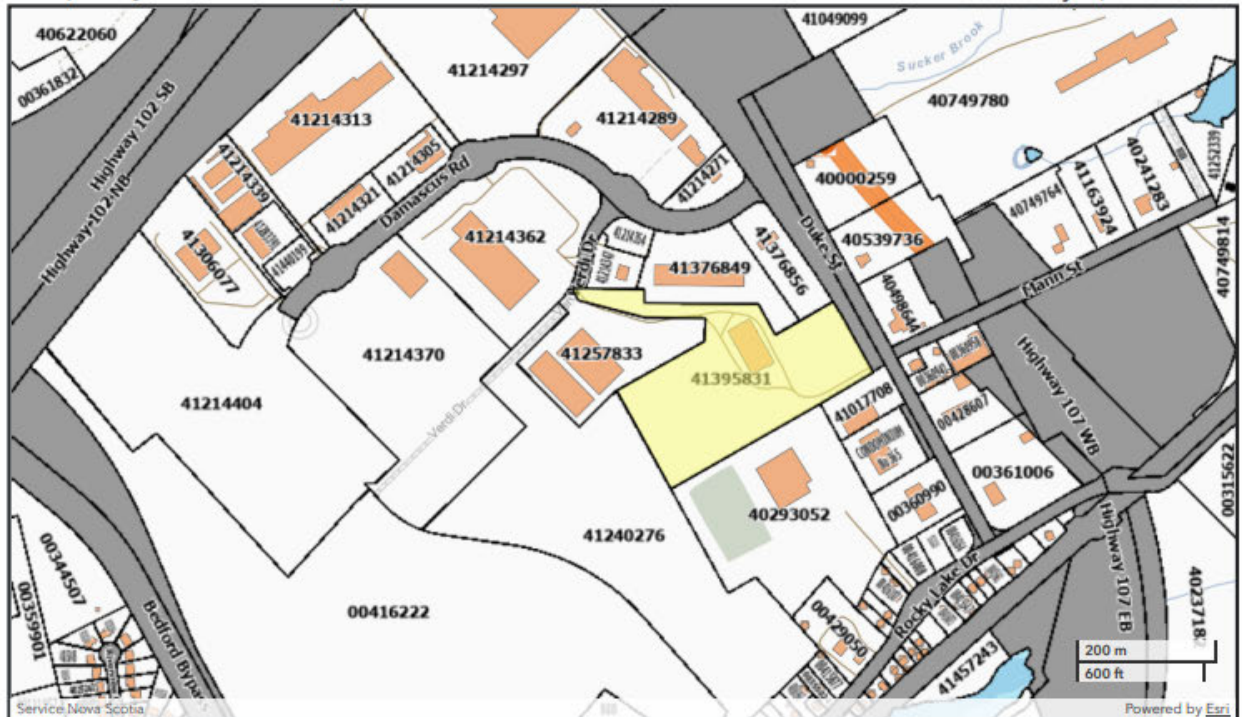
- (q) "dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing
- (i) ashes, junk, cleanings of yards or other rubbish or refuse or a derelict vehicle, vessel, item of equipment or 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: January 27, 2026 15:04:29



<b>PID:</b>	41395831	<b>Address:</b>	44 VERDI DRIVE BEDFORD LOT RS	<b>AAN:</b>	10606071
<b>County:</b>	HALIFAX COUNTY	<b>Owner:</b>	CAN'SPORT INCORPORATED	<b>Value:</b>	\$1,225,900.00 (2026) COMMERCIAL TAXABLE
<b>LR:</b>	LAND REGISTRATION				

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 © 1999-2026, [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

## 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 44 VERDI DR, BEDFORD, NS B4A0C3;  
Case # CF-2025-035226;  
Hereinafter referred to as the "Property"

**TO:** CAN\*SPORT INCORPORATED

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

**AND WHEREAS** located on the Property is an unsightly or dangerous condition due to broken doors and windows providing access to solid structures and torn dome fabric providing access to enclosed spaces under the collapsed dome, in accordance with Section 3(q) of the Charter;

**TAKE NOTICE** that you are hereby Ordered to remedy the condition of the Property by boarding up or securing the broken doors and windows providing access to solid structure, by repairing or replacing the torn dome fabric providing access to enclosed spaces or by installing and maintaining a temporary metal safety fence around the perimeter of the collapsing structure to prevent unauthorized access to the Property and mitigate public safety risks. The fence must be constructed of galvanized steel or equivalent durable metal material, be a minimum of six (6) feet (1.83 meters) in height, be securely anchored to the ground to prevent tipping or displacement, include locked access gates, be free of gaps or openings, and be installed in a manner that fully encloses the hazardous area, maintaining a safe setback from the structure to account for potential collapse or debris fall under the collapsed dome, 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 December 4, 2025.

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

  
SCOTT HILL  
Administrator  
Halifax Regional Municipality

# HALIFAX

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Case # CF-2025-035226;  
Hereinafter referred to as the "Property"

**TO:** CAN\*SPORT INCORPORATED

**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 insulation, plastics, scrap metal, 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 insulation, plastics, scrap metal, 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 December 4, 2025.

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

  
SCOTT HILL  
Administrator  
Halifax Regional Municipality



INSOLVENCY & RESTRUCTURING PROFESSIONALS

Attention		HALIFAX REGIONAL MUNICIPALITY  December 10, 2025  MUNICIPAL CLERK
Company		
Date	2025-12-09	
Fax	[REDACTED]	
From	[REDACTED]	
Re	Notice of Appeal - Can*Sport from Eric Findlay MNP LTD	
No. of Pages	3	

**ADDRESS:** 200 - 100 Venture Run  
 Dartmouth NS  
 B3B0H9

TE [REDACTED]

[REDACTED]  
 ADMINISTRATIVE ASSISTANT

[REDACTED]



Member of Praxity, AISBL  
 Global Alliance of Independent Firms



December 9, 2025

HRM

Attention: Appeals Standing Committee

P.O. Box 1749, Halifax, NS B3J 3A5

By Fax: (902) 490-4208

**NOTICE OF APPEAL - Case # CF-2025-035226 / 44 Verdi Drive, Bedford, NS B4A0C3**

MNP Ltd. is the court appointed receiver (the "Receiver") of Can\*Sport Incorporated ("Can\*Sport"), the registered owner of 44 Verdi Drive (the "Property").

By virtue of the Receivership Order, Can\*Sport has no authority to deal with its Property. Care and control of the Property lies with the Receiver. All correspondence from HRM with respect to the Property should be directed to the Receiver the address noted below. HRM has previously received notice of the Receivership proceedings. The Receivership Order and other materials are available on our website at <https://mnpdebt.ca/en/corporate/corporate-engagements/can-sport-incorporated>

On December 2, 2025 the principal of Can\*Sport, Mr. Lee Adamski, forwarded the Receiver a copy of an email that was sent to him by HRM Compliance Officer, Mr. Humberto Sanchez on the same day. The email from Mr. Sanchez to Mr. Adamski makes reference to prior discussions between the two of them with respect to future plans for the Property's reconditioning and HRM's expected issuance of two Orders to Remedy. The Receiver was not privy to those discussions. We reiterate that neither Can\*Sport nor its principal have any authority to deal with the Property and accordingly, we hope that the discussions that occurred between Mr. Sanchez and Mr. Adamski did not give rise to the Orders to Remedy being issued.

We wish to advise HRM that the Property was subject to several break-and-enters in which thieves damaged the Property and removed valuable building materials. In response, the Receiver arranged for repairs to entry points through our independent property manager (the "PM"). In addition to carrying out any necessary repairs or maintenance, the PM also conducts site visits every 72 hours and reports any concerning conditions to the Receiver. Additionally, we have arranged for private uniformed security guards to patrol the Property four times per day in order to deter further instances of break-and-enter. Furthermore, access roads leading to the Property are gated and locked.

We are not aware of any dangerous or unsightly conditions at the Property and receipt of the issued Orders to Remedy by email copy from Mr. Lee Adamski is the first we are learning about a potential decline in the Property's condition. We would appreciate an opportunity to review the issues with HRM compliance but cannot do so within the short, seven-day time frame permitted in the Orders to Remedy and therefore are filing this letter as a formal appeal of the Orders to Remedy.

We look forward to the opportunity to work with the HRM to address any compliance issues relating to the Property.

Please contact the undersigned to confirm receipt of this notice of appeal and for purposes of scheduling the appeal hearing.

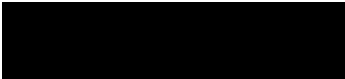
Yours very truly,

**MNP Ltd., in its capacity as**

Court appointed Receiver of Can\*Sport Incorporated and not in our personal or corporate capacity



J. Eric Findlay, CIRP, LIT, CPA  
Senior Vice President





**ORDER TO REMEDY  
DANGEROUS OR UNSIGHTLY PREMISES**

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PID # 41395831; [REDACTED],  
Case # CF-2025-035226;  
Hereinafter referred to as the "Property"

**TO:** CAN\*SPORT INCORPORATED  
SUITE 1400, 1801 HOLLIS STREET, HALIFAX NS, B3J 3N4

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

**AND WHEREAS** located on the Property is an unsightly or dangerous condition due to broken doors and windows providing access to solid structures and torn dome fabric providing access to enclosed spaces under the collapsed dome, in accordance with Section 3(q) of the Charter;

**TAKE NOTICE** that you are hereby Ordered to remedy the condition of the Property by boarding up or securing the broken doors and windows providing access to solid structure, by repairing or replacing the torn dome fabric providing access to enclosed spaces or by installing and maintaining a temporary metal safety fence around the perimeter of the collapsing structure to prevent unauthorized access to the Property and mitigate public safety risks. The fence must be constructed of galvanized steel or equivalent durable metal material, be a minimum of six (6) feet (1.83 meters) in height, be securely anchored to the ground to prevent tipping or displacement, include locked access gates, be free of gaps or openings, and be installed in a manner that fully encloses the hazardous area, maintaining a safe setback from the structure to account for potential collapse or debris fall under the collapsed dome, 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 December 4, 2025.

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

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SCOTT HILL  
Administrator  
Halifax Regional Municipality

Appendix F

February 26, 2026

EMAIL – [REDACTED]

J. Eric Findlay  
Senior Vice President  
MNP Ltd.

**Re: Case CF-2025-035226, 44 Verdi Drive, Bedford**

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

**HALIFAX**

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

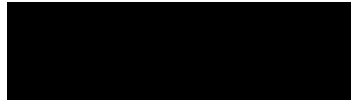
[halifax.ca](http://halifax.ca)

Appendix F

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](mailto:lovasia@halifax.ca).

Sincerely,



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)  
Humberto Sanchez, 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.