



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

**Item No. 12.1.1**  
**Appeals Standing Committee**  
**February 8, 2024**

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

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

**DATE:** January 30, 2024

**SUBJECT:** Appeal Report – Case CF-2023-030447 260 Murphys Rd, Murphy Cove

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**ORIGIN**

Appeal of an Order to Remedy the condition of a property pursuant to the Dangerous or Unsightly provisions of the *Halifax Regional Municipality Charter* (the “Charter”).

**LEGISLATIVE AUTHORITY**

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

**MOTION FOR CONSIDERATION**

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

**RECOMMENDATION**

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

**BACKGROUND:**

There have been no previous dangerous or unsightly cases at the property.

The property is zoned RE (Rural Enterprise).

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

A complaint was received by service request on November 3, 2023, reporting the property to be unsafe. The complainant advised that a fire at the property left the house and barn burnt and the deck and debris remain.

This case is coming forward to the committee as the property owner has appealed both Orders to Remedy that were issued to the property for debris and derelict vehicle violations.

**CHRONOLOGY OF CASE ACTIVITIES:**

- 06-Nov-2023 The Compliance Officer conducted a site inspection at 260 Murphys Road, Murphys Cove hereinafter referred to as “the property” (attached as Appendix B).
- The Compliance Officer noted three camper trailers, an accumulation of debris and a foundation which was filled with burnt wood, appliances, and other metal. There was also a burnt vehicle next to where the dwelling was located.
- 08-Nov -2023 The Compliance Officer advised the property owner that two 30-day Notice of Violations were issued and left on the property as well as emailed to the property owner.
- The Officer confirmed that one notice was for debris including but not limited to charred metal, charred wood, mattresses, windows, stands with shelving units, scrap wood, refrigerator, microwaves, tables, filing cabinets, rolled metal, shutters, totes, appliances, metal piping, tabletop, hot water heater and other scattered debris and litter (attached as Appendix C). The second notice was for derelict vehicles, a burnt-out truck frame and camper which is missing a back wall (attached as Appendix D).
- 09-Dec-2023 The Compliance Officer conducted a site re-inspection and noted the violations still exist. The Compliance Officer posted two Orders to Remedy on the property. (attached as Appendix E and Appendix F). Copies of the Orders were also sent via registered mail.
- The Compliance Officer also spoke with the property owner via telephone and advised of the posted Orders. The property owner provided an email address and requested copies of the Orders be emailed. The Officer emailed the Orders as requested. The property owner was also made aware of the process and their right to appeal.
- 15-Dec-2023 The property owner submitted a Notice of Appeal (attached as Appendix G) to the Municipal Clerk’s Office.
- 18-Dec-2023 The Municipal Clerk’s Office sent the property owner a letter advising the appeal was scheduled for the February 8, 2024, Appeals Standing Committee meeting (attached as Appendix H).

22-Jan-2023 The Compliance Officer attended the property for a re-inspection, no improvements were noted, the posted Orders remained on site. The Compliance Officer left a voicemail for the property owner advising a re-inspection had been completed.

### **FINANCIAL IMPLICATIONS**

There are no financial implications if the owner complies with the Order. If the Municipality is required to complete the work, the costs will form a debt against the property which may be collected in the same manner as taxes pursuant to the Halifax Regional Municipality Charter, S.N.S., 2008, C.39.

### **RISK CONSIDERATIONS**

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

### **ENVIRONMENTAL IMPLICATIONS**

No environmental impacts identified.

### **ALTERNATIVES**

The Appeals Standing Committee may vary or overturn the Order to Remedy and in doing so, must provide reasons to be recorded in the minutes of the committee meeting.

### **ATTACHMENTS**

- Appendix A: Legislative Authority – Halifax Regional Municipality Charter
- Appendix B: Copy of the Nova Scotia Property Map
- Appendix C: Copy of the Notice of Violation – Debris dated November 8, 2023
- Appendix D: Copy of the Notice of Violation – Vehicles dated November 8, 2023
- Appendix E: Copy of the Order to Remedy – Debris dated December 9, 2023
- Appendix F: Copy of the Order to Remedy – Vehicles dated December 9, 2023
- Appendix G: Copy of the letter of appeal dated December 15, 2023
- Appendix H: Copy of the letter from the Clerk's Office dated December 18, 2023

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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: Sarah Mallery, Compliance Officer II, By-law Standards, 902.229.0272

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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.

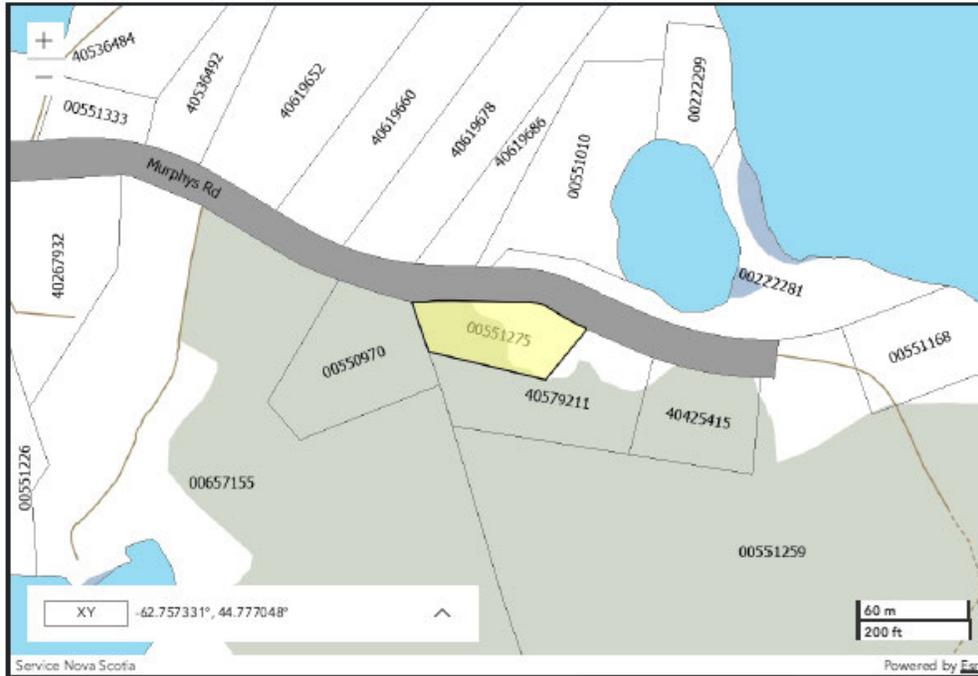
HRM Charter, subsections 356(2), (3A), as follows:

- 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 Information  
**PID:** [00551275](#)  
[Details](#)  
**AAN:** [03428966](#)  
**Value:** \$22,000.00  
(2024 RESIDENTIAL TAXABLE)  
**Address:** [260 MURPHYS ROAD MURPHY COVE LOT B](#)  
**County:** HALIFAX COUNTY  
**Owner:** WILLIAM RICHARD MURPHY  
**LR:** NOT LAND REGISTRATIO

Lat: 44-46-037N Long: 062-45-026W Scale: 2252 Zoom: 16

Go

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 2(2)]. THIS IS NOT AN OFFICIAL RECORD.

Property Online Version 1.0

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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

## Municipal Compliance

### Notice of Violation

Notice Served Upon: Name \_\_\_\_\_  
or address 2600 Murphys Road, Murphy Cove, NS.

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

- |  |   |
|--|---|
| <input type="checkbox"/> HRM By-law A-300 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 |
|  | <input type="checkbox"/> Other: _____                       |

Details of violation(s):

An accumulation of debris including but not limited to charred metal, charred wood, mattresses, windows, stands with shelving units, scrap wood, refrigerators, microwaves, tables, filing cabinets, rolled metal, sheet metal, appliances, metal piping, tabletop, hot water heater, and other scattered debris and litter.

Violation(s) to be rectified as per the following: debris and litter.  
Remove the above.

Notice of Re-inspection:

A re-inspection will be performed on December 8<sup>th</sup> / 2023 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.

S. Mallery  
Issuing Officer

902-229-0272  
Issuing Officer Phone Number

Original Signed  
Issuing Officer Signature

08/11/23  
Date (dd/mm/yy)

0955 hrs.  
Time (hh/mm)

2023-030447  
Case Number

For information on municipal legislation visit the Halifax Website at [www.halifax.ca/legislation](http://www.halifax.ca/legislation) or call the Citizen Contact Centre at 311. If calling outside the HRM but within NS call 1-800-835-6428 toll free.

# HALIFAX

## Municipal Compliance

### Notice of Violation

Notice Served Upon: Name \_\_\_\_\_  
or address 260 Murphys Road, Murphy Cove, NS

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

- |   |   |
|---|---|
| <input type="checkbox"/> HRM By-law A-300 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 Unsightly 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):  
The following vehicles burnt out truck frame and camper missing bulk wall are deemed derelict due to reason of mechanical condition and appearance.

Violation(s) to be rectified as per the following:  
Repair or remove.

Notice of Re-inspection:  
A re-inspection will be performed on December 8<sup>th</sup>/23 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.

S. Mallory  
Issuing Officer  
902-229-0272  
Issuing Officer Phone Number  
**Original Signed**  
Issuing Officer Signature

08/11/23  
Date (dd/mm/yy)  
1000h  
Time (hh/mm)  
2023-020447  
Case Number



**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 260 MURPHYS RD, MURPHY COVE, NS B0J3H0;

Case # CF-2023-030447;  
Hereinafter referred to as the "Property"

**TO: WILLIAM RICHARD MURPHY**

**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 charred metal, charred wood, mattresses, windows, stands with shelving units, scrap wood, refrigerator, microwaves, tables, filing cabinets, rolled metal, shutters, totes, appliances, metal piping, tabletop, hot water heater 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 charred metal, charred wood, mattresses, windows, stands with shelving units, scrap wood, refrigerator, microwaves, tables, filing cabinets, rolled metal, shutters, totes, appliances, metal piping, tabletop, hot water heater and other scattered debris and litter, so as to leave the Property in a neat, tidy, environmentally compliant and safe condition;

**TAKE FURTHER NOTICE** that you have the right to appeal this Order to the Appeals Standing Committee of the Halifax Regional Municipality ("HRM") by filing a Notice of Appeal with the Municipal Clerk by mail at City Hall, P.O. Box 1749, Halifax, NS, B3J 3A5 or by fax to (902) 490-4208, within seven (7) days after the Order is posted in a conspicuous place upon the Property or served upon you;

**AND FURTHER TAKE NOTICE** that your failure to comply with the requirements of this Order within thirty (30) days after service, the Administrator, or any person authorized by the Administrator, may enter upon the Property without warrant or other legal process and carry out the work specified in this Order.

**AND FURTHER TAKE NOTICE** that the costs of complying with this Order, including the cost of completing the work specified herein, incurred by the Halifax Regional Municipality ("HRM") or its agents, is a debt payable by you to HRM and that HRM has a first lien on the Property in the amount of the debt which may be collected in the same manner and with the same rights and remedies as rates and taxes pursuant to the Charter;

**AND FURTHER TAKE NOTICE** that upon service of this Order any person who aids, assists, permits or causes a dangerous or unsightly condition or fails to comply with the terms of this Order is liable on summary conviction to a penalty of not less than One Hundred Dollars (\$100.00) and not more than Ten Thousand Dollars (\$10,000.00) and every day during which the condition is not remedied is a separate offense.

**DATED** at Halifax, Nova Scotia this December 9, 2023.

SARAH MALLERY  
COMPLIANCE OFFICER  
Phone: (902) 229-0272

Original Signed  
\_\_\_\_\_  
SCOTT HILL  
Administrator  
Halifax Regional Municipality

# 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 260 MURPHYS RD, MURPHY COVE, NS B0J3H0;  
  
Case # CF-2023-030447;  
Hereinafter referred to as the "Property"

**TO: WILLIAM RICHARD MURPHY**

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

**AND WHEREAS** located on the Property is an unsightly or dangerous condition due to a burnt out truck frame and camper missing back wall, 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 burnt out truck frame and camper missing back wall, 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 December 9, 2023.

SARAH MALLERY  
COMPLIANCE OFFICER  
Phone: (902) 229-0272

Original Signed  

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SCOTT HILL  
Administrator  
Halifax Regional Municipality

1 of 2

Appendix G

# HALIFAX

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

IN THE MATTER OF:

Property located at 260 MURPHY'S RD,  
Case # CF-2023-030447 Murphy, ROOE NS  
PID # 00551275 BDJ340  
Tax # 03F28966

I William Richard Murphy wish to file this Written Notice of Appeal in relation to the Order I received dated the 19<sup>th</sup> day of December, 20 23 from the Compliance Officer respecting the above noted Property.

The reason for appeal is:

Personal 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.

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 Dorchester, Nova Scotia this 15 day of December, 20 23

William Richard Murphy  
Legal Name of Appellant (please print)

Will  
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)



Appendix G

20/2



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

IN THE MATTER OF: Property located at 260 Murphy's Road  
Case # CF-2023-030447 Murphy Lane NS  
PID # 00551275 B05 3/10  
Tax # 03428918

I William Richard Murphy wish to file this Written Notice of Appeal in relation to the Order I received dated the 9th day of December, 20 23 from the Compliance Officer respecting the above noted Property.

The reason for appeal is:

Personal Information [Redacted]

\*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

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 Norwood, Nova Scotia this 15 day of December, 20 23

William Richard Murphy  
Legal Name of Appellant (please print)

Will

Preferred Name

SEND TO:  
Office of the Municipal Clerk  
P.O. Box 1749  
Halifax, NS B3J 3A5  
Fax: 902-490-4208  
Email: [clerk@halifax.ca](mailto:clerk@halifax.ca)  
  
Deliver in person: City Hall, 1841 Argyle Street, Halifax (Mon-Fri, 8:30am-4:30pm)

[Redacted signature area]

Appendix H

December 18, 2023

**REGISTERED MAIL  
&  
EMAIL** [REDACTED]

William [REDACTED] Murphy  
[REDACTED]

		<b>REGISTERED DOMESTIC</b> CUSTOMER RECEIPT	<b>RECOMMANDÉ RÉGIME INTÉRIEUR</b> REÇU DU CLIENT											
<b>To / Destinataire</b> Name / Nom Address / Adresse City / Prov. / Postal Code / Ville / Prov. / Code postal		<table border="1"> <tr> <td>FOR DELIVERY CONFIRMATION</td> <td>CONFIRMATION DE LA LIVRAISON</td> </tr> <tr> <td>canadapost.ca</td> <td>postescanada.ca</td> </tr> <tr> <td colspan="2" style="text-align: center;">1 888 550-6333</td> </tr> <tr> <td>CPC Tracking Number</td> <td>Numéro de repérage de la SCP</td> </tr> <tr> <td colspan="2" style="text-align: center;">[REDACTED]</td> </tr> </table>			FOR DELIVERY CONFIRMATION	CONFIRMATION DE LA LIVRAISON	canadapost.ca	postescanada.ca	1 888 550-6333		CPC Tracking Number	Numéro de repérage de la SCP	[REDACTED]	
FOR DELIVERY CONFIRMATION	CONFIRMATION DE LA LIVRAISON													
canadapost.ca	postescanada.ca													
1 888 550-6333														
CPC Tracking Number	Numéro de repérage de la SCP													
[REDACTED]														
Declared Value / Valeur déclarée \$ 33-086-584 (17-12)														

**Re: Case CF-2023-030447, 260 Murphys Road, Murphy Cove**

This is to advise that your appeal will be heard by the Appeals Standing Committee on **Thursday, February 8, 2024**

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

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

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

The staff report for this matter will be posted online to the Appeals Standing Committee web page at Halifax.ca by end of day Friday, February 2, 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, February 6, 2024 to allow for technical preparation and testing.

Should you be unable to attend, you may have a representative attend to present the appeal to the Standing Committee. Please note that your representative is required to have a letter signed by you giving permission. You or your representative may have witnesses or other evidence in support of the appeal and will be permitted up to 10 minutes to make a verbal submission. A copy of the appeals process is attached. If neither you nor a representative appears, the hearing will proceed and you will be advised of the Standing Committee's decision.

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

## Appendix H

Sincerely,



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  
Chance Fulton, Adjudication Clerk  
Sarah Mallery, Compliance Officer

Enclosures:

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

# Attending In-Person Meetings

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

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

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

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

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

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

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

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

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

## Appendix H

### Order of Proceedings for Appeals Standing Committee

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The Chair will open each of the hearings and address the following:

- The Chair will ask the Appellant (property owner) to identify themselves and provide their contact information
- If a person is appearing on behalf of an Appellant who is not present (legal counsel, family member, friend), they must provide written authorization to act on the Appellant's behalf
- The Chair will briefly explain the hearing will proceed (as follows):
- **Staff Presentation:** The HRM staff presenter explains the basis for the order under review and presents evidence in support of the order (including any documents or recent photos of the property, if applicable)
- The Committee may ask questions of the HRM staff presenter for clarification
- The Appellant may ask questions of the HRM staff presenter for clarification
- Non-party witnesses\* may be permitted to provide factual evidence relevant to the appeal
- The Appellant may ask questions of non-party witnesses for clarification
- **Appellant's Presentation:** The Appellant is granted reasonable time to present evidence in support of the appeal (documents/photos/witnesses)
- The Committee may ask questions to the Appellant and/or their witnesses
- The Appellant or their representative is then permitted up to 10 minutes to make a verbal submission in support of their case to reverse the order
- The Committee may ask questions to the Appellant and also further questions of HRM staff (subject to Appellant's response to the answers)
- Staff may ask questions to the Appellant (subject to Appellant's response to the answers)
- The Committee then debates their decision and renders a decision with the Appellant or their representative present
- Upon motion the Committee may move In Camera (In Private) to obtain confidential legal advice at any time during the process
- The Committee has four (4) options:
  - cancel the order (allow the appeal)
  - amend the order (change the conditions)
  - keep the order as is (appeal dismissed)
  - continue the hearing at a later date (defer)

#### \*Non-Party Witnesses

Persons who are not parties to the appeal may be permitted to provide relevant evidence of factual matters within their personal knowledge to the Appeals Standing Committee. Non-party witnesses will be given an appropriate amount of time to present their information.

Hearings of the Appeals Standing Committee are open to the public and any information, including personal information, which is provided or obtained in relation to your appeal, will be a matter of public record.

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