

**#61. TOWN OF LUNENBURG PROCEDURAL POLICY:**  
**VIOLATIONS OF LAND USE BY-LAW,**  
**HERITAGE BY-LAW AND BUILDING BY-LAW**

1. A violation or possible violation is discovered. Inspections should be conducted by Building and Fire Inspector (BI) and/or Heritage Officer and Development Officer (PDHC). The necessary documentation and pictures/video to demonstrate the violation should be obtained at this time.
2. If no violations are observed, then no further action will be taken.
3. If there is no Permit(s) and a violation exists:
  - A. BI and/or PDHC advise(s) the owner in writing (either directly or through their authorized representative) of the need to obtain Permits within a short period (for example, 72 hours) and construction must cease until approval. The letter shall be in the form attached as Schedule "A" or "B" with necessary modifications as applicable. A Stop Work Order may also be issued and posted in the form attached as Schedule "C" with necessary modifications as applicable. Care must be taken to ensure that the owner/authorized representative is aware that it is possible that Permit(s) will not be able to be issued. In any event, the BI and/or PDHC will have to determine whether the violation is serious enough to warrant a charge under the applicable Act or By-law(s), notwithstanding that the owner will now attempt to obtain the necessary Permit(s) or the owner subsequently obtains the necessary Permit(s). Either or both PDHC and BI as By-law Officers are authorized to charge a person or corporation by Summary Offence Ticket. Action may also be taken against (and charges laid against) an authorized representative or contractor, primarily when there is evidence of wilful violation. In addition, the BI and/or PDHC will have discretion to withdraw charges if a Permit is obtained, taking into account the seriousness of the violation. For an example, see Summary Offence Ticket Form attached as Schedule "D".
  - B. If Permit Applications are submitted and are approvable, Permits will be issued and the authorized activity can continue.
  - C. If the Application cannot be approved, then the BI and/or PDHC, as applicable, shall require alteration or removal within a short period (for example, 72 hours), but the length of the period would depend upon the seriousness of the violation, size of the structure, complexity of work required, and the time of year. An Order/Letter for removal or alteration may be sent in the form attached as Schedule "E" or "F" with necessary

modifications as well as the Notice concerning occupancy in the form attached as Schedule "G" with necessary modifications. Reference must be made to the applicable Statutes and By-laws for the relevant powers and if necessary, staff may seek the advice of the Town Solicitor.

- D. If the owner does not make application for Permit(s) by the stipulated time, then:
- (i) The process to have charges laid or action taken against the owner should commence immediately. Either or both PDHC and BI as By-Law Officers are authorized to charge a person or corporation by Summary Offence Ticket. Action may also be taken against (and charges laid against) an authorized representative or contractor, primarily when there is evidence of wilful violation.
  - (ii) If other action is contemplated (eg. injunctive relief, Supreme Court Order, etc.) then the matter shall be referred to Council by staff following consultation with Town Solicitor, providing a recommendation for directions on the course of action to be taken.

4. If there is a Permit but the work or construction is at variance with the Permit:

- A. BI and/or PDHC advises the owner in writing (either directly or through their authorized representative) of the need to obtain an amendment to the Permit(s) within a short period (for example, 72 hours) and construction must cease until approval. The letter may be in the form attached as Schedule "G" or "B" with necessary modifications as applicable. A Stop Work Order may also be issued and posted in the form attached as Schedule "C" with necessary modifications as applicable. Care must be taken to ensure that the owner/authorized representative is aware that it is possible that Permit(s) will not be able to be issued. In any event, the BI and/or PDHC will have to determine whether the violation is serious enough to warrant a charge under the applicable Act or By-law(s), notwithstanding that the owner will now attempt to obtain the necessary Permit(s) or the owner subsequently obtains the necessary Permit(s). Either or both PDHC and BI as By-law Officers are authorized to charge a person or corporation by Summary Offence Ticket. Action may also be taken against (and charges laid against) an authorized representative or contractor, primarily when there is evidence of wilful violation. In addition, the BI and/or PDHC will have discretion to withdraw charges if a Permit is obtained, taking into account the seriousness of the violation.
- B. If Permit Applications are submitted and are approvable, amended Permit(s) will be issued and the activity can continue.

- C. If the Application cannot be approved, then the BI and/or PDHC, as applicable, shall require alteration or removal within a short period ( for example, 72 hours), but the length of the period would depend upon the seriousness of the violation, size of the structure, complexity of work required, and the time of year . An Order/Letter for removal or alteration may be in the form attached as Schedule "E" or "F" with necessary modifications. Reference must be made to the applicable Statutes and By-laws for the relevant powers and if necessary, staff may seek the advice of the Town Solicitor.
  
- D. If the owner does not make application for Permit(s) by the stipulated time, then:
  - (i) The process to have charges laid or action taken against the owner should commence immediately. Either or both PDHC and BI as By-Law Officers are authorized to charge a person or corporation by Summary Offence Ticket. Action may also be taken against (and charges laid against) an authorized representative or contractor, primarily when there is evidence of wilful violation.
  
  - (ii) If other action is contemplated (eg. injunctive relief, Supreme Court Order, etc.) then the matter shall be referred to Council by staff following consultation with Town Solicitor, providing a recommendation for directions on course of action to be taken.
  
- 5. PDHC and/or BI as applicable may consult the Town Solicitor on the wording and process for any Summary Offence Ticket.
  
- 6. The Building Inspector and the Heritage Officer and Development Officer shall be appointed as By-Law Officers of the Town of Lunenburg.

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**SOME OF THE REMEDIES AND LEGISLATIVE PROCEDURES**

**BUILDING CODE ACT**

- 7. (3) An inspector may revoke a permit
  - (a) Where it was issued on mistaken or false information;
  
  - (b) Where, after twelve months after its issuance, the construction or demolition in respect of which it was issued has not been seriously commenced; or

- (c) Where the construction or demolition of the building is substantially suspended or discontinued for more than twelve months.
- (4) An inspector shall not revoke a permit pursuant to subsection (3) until he has given written notice of his intention to do so to the permit holder, and the owner of the building, if the owner is not the permit holder, at least thirty days prior to the proposed date of revocation.
- (5) Any decision to refuse a permit or to revoke a permit and the reasons therefor shall be communicated in writing to the permit holder or the owner.
- 8. (1) Subject to subsections (2) and (3), an inspector may, for the purpose of ensuring compliance with the provisions of this Act or the Building Code, enter in or upon any land or premises at any reasonable time without a warrant.
- (2) An inspector shall not enter any room or place actually being used as a dwelling without the consent of the occupier unless the entry is made during daylight hours and written notice of the time of the entry has been given to the occupier at least twenty-four hours in advance.
- (3) If a person refuses to allow an inspector to exercise or attempts to interfere or interferes with an inspector in the exercise of a power described in this Act, the municipality on whose behalf the inspector is acting may apply to a judge of a county court for an order to allow the inspector entry to the building and an order restraining a person from further interference.
- 9. (1) For the purposes of an inspecting pursuant to Section 10, the inspector may
  - (a) require the production of the drawings and specifications of the building or any part thereof that are in the possession of the owner, the permit holder, of the permit holder is not the owner, or agent of the owner;
  - (b) Be accompanied by any person who has a special or expert knowledge of any matter in relation to a building or part thereof;
  - (c) alone or in conjunction with such other person or persons possessing special or expert knowledge, make such examinations, tests, inquiries or, subject to subsections (2) and (3), take such samples or photographs as are necessary for the purposes of the inspection;
  - (d) order any person responsible for the construction to take and supply at his own expense such tests and samples as are specified in the order.

- (2) Where an inspector takes a sample pursuant to clause (c) of subsection (1), the inspector shall divide the sample into two parts and deliver one part to the owner, the permit holder, if the permit holder is not the owner, or agent of the owner, as the case may be, if any of them so requests at the time the sample is taken, and the necessary facilities are provided.
  - (3) Where an inspector takes a sample pursuant to clause (c) of subsection (a) and has not divided the sample into two parts, a copy of any report on the sample shall be given to the owner or his agent, or the permit holder, if the permit holder is not the owner, as the case may be.
- 10.
- (1) Where an inspector finds that any provision of this Act or the Building Code is being contravened or where an inspector has given notice of intention to revoke a permit, the inspector may give to the person whom the inspector believes to be the contravener and the owner, if not the contravener, an order in writing directing compliance with such provision and may require the order to be carried out forthwith or within such reasonable time as the inspector specifies.
  - (2) Where an inspector gives an order pursuant to this Section, the order shall contain sufficient information to specify the nature of the contravention and its location.
  - (3) Where an inspector gives an order pursuant to this Section, the inspector may affix a copy thereof to the site of the construction or demolition, and no person, except an inspector, shall remove such copy unless authorized in writing by the inspector.
  - (4) Except where an order given pursuant to subsection (1) is an order that the construction or demolition cease, where an order of an inspector made pursuant to this Section is not complied with within the time specified therein or, where no time is specified, within a reasonable time in the circumstances, the inspector may order that all or any part of the construction or demolition cease and such order shall be served on the permit holder, the owner if the owner is not the permit holder and on such other persons affected thereby as the inspector specifies.
  - (5) An order made pursuant to subsection (4) shall be posted on the site of the construction or demolition and no person except an inspector shall remove such copy unless authorized in writing by an inspector.
  - (6) Where an order to cease construction or demolition is made pursuant to subsection (4), no person shall perform any act in respect of the construction or demolition of the building in respect of which the order is made other than

- (a) such work as is necessary to carry out any other order of the inspector made pursuant to this Section; or
- (b) such work as is necessary to make the site of the construction or demolition safe.

11. (1) Every person who

- (a) knowingly furnishes false information in any application made pursuant to this Act or in any statement or return required to be furnished pursuant to this Act or the regulations;
- (b) fails to comply with any order, direction or other requirement made pursuant to this Act;
- (c) contravenes any provision of this Act or the regulations,

and every director or officer of a corporation who knowingly concurs in such furnishing, failure or contravention is guilty of an offence and on summary conviction is liable to a fine of not less than one hundred dollars nor more than two thousand dollars or to imprisonment for a term of not more than one year, or both.

- (2) Every person who fails to comply with an order made pursuant to Section 12 is guilty of an offence and on summary conviction in addition to the penalties mentioned in subsection (1), is liable to a fine of not less than one hundred dollars nor more than one thousand dollars per day for every day upon which the offence continued after such order was given.
- (3) Any fines resulting from an offence under this Act accrue to the municipality in which the offence took place.

12. (1) In addition to any other remedy provided for by this Act, the council of the municipality, or a standing committee thereof, may authorize an action or other legal proceeding to be brought in the Trial Division of the Supreme Court for any or all of the remedies provided by this Section.

- (2) The Court or a judge thereof may, where a contravention of or failure to comply with this Act, the regulations or an order made pursuant to this Act has been established,
  - (a) make orders, restraining the continuance or repetition of such contravention or failure and the new or further contravention or failure in respect of the same building;

- (b) make orders directing the removal or destruction of the building or structure or a part thereof that is in contravention of or fails to comply with the Act or regulations, and authorizing the council, a standing committee or official thereof, if such order is not complied with, to enter upon the land and premises with such necessary workers and remove and destroy the building or structure or part thereof at the expense of the owner; and
- (c) make such further order as to the recovery of the expense of any such removal and destruction, and to enforce the Act and regulations, and as to costs, as the Court or judge deems property,

and any such order may be interlocutory, interim or final.

13. In the event of a fresh offence by the same person against the Act or regulations after an action or other legal proceeding has been commenced, it shall not be necessary to bring any other action or proceeding, but the action or proceeding already begun and any pleading or information therein may be amended from time to time at any time before final judgment so as to include such fresh offences and the Court or judge shall hear, deal with and determine the whole matter of such violations.

## NOVA SCOTIA BUILDING CODE REGULATIONS

### 2.5.1 General

#### 2.5.1.1 Right to Enter property.

The authority having jurisdiction may enter and inspect any building or premises at any reasonable time for the purpose of administering or enforcing these regulations in accordance with the provisions of Sections 10(1), 10(2), and 10(3) of the Building Code Act.

#### 2.5.1.2 Orders.

- (1) The authority having jurisdiction is empowered to order:
  - (a) a person who contravenes these regulations to comply with them within the time period that may be specified,
  - (b) work to stop on the building or any part thereof if such work is proceeding in contravention of these regulations, or if there is deemed to be an unsafe condition,
  - (c) the removal of any unauthorized encroachment on public property,

- (d) the removal of any building or part thereof constructed in contravention of these regulations,
- (e) the cessation of any occupancy in contravention of these regulations,
- (f) the cessation of any occupancy if any unsafe condition exists because of work being undertaken or not completed,
- (g) correction of any unsafe condition, and
- (h) the owner to uncover and replace at their own expense:
  - (i) work that has been ordered to be done pursuant to an order issued by the authority having jurisdiction and which has been covered without being inspected; and
  - (ii) work for which notification to inspect is required to be given pursuant to Article 2.1.1.11., and where uncovering the work is necessary to determine compliance with the Code.

#### 2.5.1.3 Tests Required to Prove Compliance.

The authority having jurisdiction may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or foundation condition meets these regulations.

#### 2.5.1.4 Reports Regarding Failure or Potential Failure.

The authority having jurisdiction may require the owner or the owner's representative, where any failure occurs which causes or has the potential to cause injury or loss of life, to submit a report stating the nature and details of the failure and the name and addresses of the constructor.

#### 2.5.1.5 Conditional Building or Occupancy Permit

- (1) The authority having jurisdiction may issue a building or occupancy permit conditional upon:
  - (a) the submission of additional information not available at the time where such information is of such a nature that withholding of the permit until the information becomes available would be unreasonable;
  - (b) completion of such work that is incomplete at the time of inspection, or application is of such a nature that no unsafe condition exists and that withholding of the permit would be unreasonable.



#### 2.5.1.6 Refuse to Issue Permit

- (1) the authority having jurisdiction may refuse to issue any permit:
  - (a) whenever information submitted is inadequate to determine compliance with the provisions of these regulations,
  - (b) whenever incorrect information is found to have been submitted,
  - (c) that would authorize any building work or occupancy that would not be permitted by these regulations, or
  - (d) that would be prohibited by any other Act, regulation or bylaw.

#### 2.5.1.7 Revoke a Permit

- (1) The authority having jurisdiction make revoke a permit by written notice to the permit holder if:
  - (a) there is contravention of any condition under which the permit was issued,
  - (b) the permit was issued in error, or
  - (c) the permit was issued on the basis of incorrect information.

#### 2.5.1.8 Occupancy Prior to Completion

The authority having jurisdiction may issue an occupancy permit, subject to compliance with provisions to safeguard persons in or about the premises, to allow the occupancy of a building or part thereof for the accepted use, prior to commencement or completion of the construction or demolition work.

#### 2.5.1.9 Provide Reasons for Refusal

The authority having jurisdiction shall provide the reasons for refusal to grant a permit, when requested to do so.

### **HERITAGE PROPERTY ACT, R.S.N.S. 1989, CHAPTER 199, AS AMENDED**

- 19.1. Where there is a conflict between this Act or the regulations and the Building Code Act or regulations, the Building Code Act and regulations prevail.
25. (1) A person who contravenes the provisions of the Act is guilty of an offence and is liable on summary conviction to a penalty of not more than ten thousand dollars and in default of payment thereof to imprisonment for a term not exceeding six months.

- (2) Where a corporation is convicted of an offence against this Act, the maximum penalty that may be imposed upon the corporation is one hundred thousand dollars and not as provided in subsection (1).
- (3) Where there is a contravention or failure to comply with the terms of this Act or any agreement made pursuant to this Act, the Minister, with respect to a provincial heritage property, and a municipality, with respect to a municipal heritage property or property located in a heritage conservation district, may bring an action in the Trial Division of the Supreme Court and the Court may, in addition to any other remedy or relief,
  - (a) make an order restraining the continuance or repetition of any such contravention or failure;
  - (b) make an order directing the restoration of the property as nearly as may be to its condition prior to the contravention or failure to comply, and directing that upon failure to comply with the order the Minister or the council, as the case may be, may restore the property or may cause it to be restored at the expense of the owner thereof;
  - (c) make such other order as is required to enforce the provisions of this Act and as to costs and as to the recovery of the expense of any such restoration as the Court deems just.

27. This Act binds Her Majesty in right of the Province.

#### **HERITAGE CONSERVATION DISTRICT BY-LAW**

4.21 In the event of any contravention of the provisions of this Bylaw, the Town of Lunenburg may take action pursuant to the applicable provisions of the Heritage Property Act.

#### **LAND USE BY-LAW**

2.9 The Council, or any of its duly authorized officers, shall have the right to enter at all reasonable times into or upon any property within the area to which this Land Use By-law applies for the purpose of any inspection necessary in connection with the administration of the Land Use By-law.

2.13 In the event of any alleged contravention of the provisions of this Land Use By-law, the Town of Lunenburg may take action as outlined in Sections 120 and 122 of the Planning Act (R.S.N.S. 1989). - This is clearly an outdated reference.

MUNICIPAL GOVERNMENT ACT

182. Every person who makes a false statement in an application for a license to be issued by a municipality is guilty of an offence.

183. (1) A

- (a) penalty;
- (b) license fee,

imposed pursuant to this Act may, unless otherwise provided, be recovered and enforced with costs on summary conviction.

(2) A penalty for a contravention of this Act or a by-law of the municipality made pursuant to this Act or another act of the Legislature shall, when collected, be paid to the municipality.

(3) A penalty or fine pursuant to a by-law of the municipality, unless otherwise provided, belongs to, and forms part of, the general revenue of the municipality.

184. Where

- (a) a building is erected, being erected or being used in contravention of a by-law of the municipality;
- (b) land is being used in contravention of a by-law of the municipality;
- (c) a breach of a by-law is anticipated or is of a continuing nature; or
- (d) a person is carrying on business, or doing any thing, without having paid the license or permit fee required,

the municipality may apply to a judge of the Supreme Court of Nova Scotia for an injunction or other order and the judge may make any order that the justice of the case requires.

504. (1) Where a municipality or a village inspects buildings or other property pursuant to this Act or another enactment, the municipality or the village and its officers and employees are not liable for a loss as a result of the manner or extent of an inspection or the frequency, infrequency or absence of an inspection, unless the municipality or the village was requested to inspect at appropriate stages, and within a reasonable time, before the inspection was required, and either the municipality or the village failed to inspect or the inspection was performed negligently.

- (2) An inspection is not performed negligently unless it fails to disclose a deficiency or a defect that
  - (a) could reasonably be expected to be detected; and
  - (b) the municipality or the village could have ordered corrected.
- (3) Notwithstanding the Limitation of Actions Act or another statute, a municipality or a village and its officers and employees are not liable for a loss as a result of an inspection or failure to inspect, if the claim is made more than six years after the date of the application for the permit in relation to which the inspection was required.
- (4) If a municipality or a village receives a certification or representation by an engineer, architect, surveyor or other person held out to have expertise respecting the thing being certified or represented, the municipality or the village and its officers and employees are not liable for any loss or damage caused by the negligence of the person so certifying or representing.

505. (1) A person who

- (a) violates a provision of this Act or of an order, regulation or by-law in force in accordance with this Act;
- (b) fails to do anything required by an order, regulation or by-law in force in accordance with this Act;
- (c) permits anything to be done in violation of this Act or of an order, regulation or by-law in force in accordance with this Act; or
- (d) obstructs or hinders any person in this performance of their duties under this Act or under any order, regulation or by-law in force in accordance with this Act,

is guilty of an offence.

- (2) Unless otherwise provided in a by-law, a person who commits an offence is liable, upon summary conviction, to a penalty of not less than one hundred dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a terms of not more than two months.
- (3) Every day during which an offence pursuant to subsection (1) continues is a separate offence.

506. A person who removes, defaces or makes illegible a notice or order posted pursuant to this Act is guilty of an offence and is liable, on summary conviction, to a penalty of not less than one hundred dollars nor more than five thousand dollars and in default of payment, to imprisonment for a period of not more than ninety days.
507. Where a council, village commission, committee or community council or the engineer, the administrator or another employee of a municipality lawfully causes work to be done pursuant to this Act, the cost of the work, with interest at the rate determined by the council, or by the village commission, by by-law, by policy, from the date of the completion of the work until the date of payment, is a first lien on the property upon which, or for the benefit of which, the work was done.
508. Where no penalty is specified for the violation of this Act, a person who contravenes the provision is guilty of an offence and is liable, on summary conviction, to a penalty of not less than one hundred dollars and not more than five thousand dollars and in default of payment, to imprisonment for a period of not more than ninety days. [\*This section appears to be superfluous, as Section 505 covers violations of the Act.]
229. (1) A development agreement is in effect until discharged by the council.
- (2) A council may discharge a development agreement, in whole or in part, in accordance with the terms of the agreement or with the concurrence of the property owner.
- (3) After a development agreement is discharged, the land is subject to the land-use by-law.

SCHEDULE "A"

, 2003

Lunenburg, NS B0J 2C0

Dear:

Re: (civic address), Lunenburg

It has come to my attention that you have (*describe development*), located (*describe location*). Please be advised that permits are required for this (*describe development*). No applications have been received by the Town in this regard.

A development permit in accordance with the Land Use By-law and (*if required*) a certificate of appropriateness in accordance with the Heritage Conservation District By-law are required; a building or occupancy permit in accordance with the Building Code By-law may be required.

An application package is enclosed for your convenience. Please ensure that complete applications are received at the Town Hall by (*date*). A site plan showing the distance from (*describe*) is required for this application.

Once the applications have been received, they will be reviewed for compliance with the appropriate By-laws of the Town.

You are required to (*cease construction; discontinue use*) until your application has been received and reviewed and the appropriate permits can be and are issued.

I look forward to receiving your applications, and thank you for your anticipated co-operation.

If you have any questions, please call me.

Madelyn LeMay.  
Heritage and Development Officer

encls: permit application package

c Arnold Rafuse, Building Inspector  
Bea Renton, Town Manager/Clerk

Schedule "B"

# Town of Lunenburg

No. \_\_\_\_\_

## VIOLATION NOTICE

IN THE MATTER OF THE BUILDING BY-LAW

TO:

PROJECT LOCATION:

WHEREAS certain works are being carried out at the above project location for which:

a) a BUILDING PERMIT is required and WHEREAS said building permit has not been obtained by the owner

Delete  
a) or b)

b) a Building Permit has been obtained but the work is being carried out in violation of the permit, particulars of which are as follows:

THEREFORE you are hereby advised:

a) that said works are being carried out in violation of the provisions of the Building By-law and that such works shall cease immediately until such time as the required permit has been obtained

Delete  
a) or b)

b) that said works are being carried out in violation of the provisions of the permit and the permit shall be complied with on or before the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

FAILURE TO COMPLY COULD RESULT IN PROSECUTION.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
BUILDING INSPECTOR

SCHEDULE "C"

Town of Lunenburg

# LEGAL NOTICE

DATE \_\_\_\_\_

WHEREAS, violations of Part \_\_\_\_\_ Subsection \_\_\_\_\_ of the Building Code By-law have been found on these premises and the written order directing compliance not having been carried out within the time specified, IT IS HEREBY ORDERED in accordance with the above By-law that all persons cease, desist from, and

# STOP WORK

\_\_\_\_\_ once pertaining to construction, alterations or repairs on these premises known as \_\_\_\_\_

All persons acting contrary to this ORDER or removing or mutilating this notice are liable to prosecution unless such action is authorized by the authority having jurisdiction

\_\_\_\_\_  
BUILDING INSPECTOR



SCHEDULE "D"

Canada  
Province of Nova Scotia

Summary Offence Information

CASE #  
3506082

THE INFORMANT SAYS THAT ON OR ABOUT:

The \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_ Time: \_\_\_\_\_ M

A/C or P/JC

LAST NAME First Middle

TELEPHONE NO.

ADDRESS (Number & Street)

Municipality Province Postal Code

AT or NEAR (Hwy # or Place of Offence) County

N.S.

DID UNLAWFULLY COMMIT THE OFFENCE \_\_\_\_\_

Contrary to Section Subsection Name of Statute

(Print)

BY SIGNING BELOW, I CERTIFY THAT I HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE THAT THE PERSON NAMED ABOVE COMMITTED THE OFFENCE INDICATED.

Signed \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

THIS IS THEREFORE TO COMMAND YOU IN HER MAJESTY'S NAME TO APPEAR BEFORE THE PRESIDING JUDGE AT \_\_\_\_\_

on the \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_ M.

TO ANSWER THE ABOVE CHARGE AND BE FURTHER DEALT WITH ACCORDING TO THE LAW.

THE FOLLOWING DOES NOT FORM PART OF THE CHARGE.

NOTICE RESPECTING VOLUNTARY APPEARANCE WITHOUT YOUR APPEARANCE. (Total penalty payable for out of court settlement as set by the regulator) \$ \_\_\_\_\_ FINE PAYABLE \_\_\_\_\_

DRIVER/OTHER BIRTH DATE (YEAR, MONTH, DAY) SEX OCCUPATION Driver's Lic. No. PROV. CLASS

CARRIER'S MASTER /NSC No. PROV. VEH. CLASS

VEHICLE MAKE TYPE/COLOUR YEAR VEHICLE LIC. NO. PROVINCE YEAR

Seating Capacity TRUCK Gross Vehicle Weight lbs/kg

Owner's Name (Print) \_\_\_\_\_

Address (Print) \_\_\_\_\_

Peace Officer Issuing Summons (Print) Police Dept. or Agency

I Certify that I did personally deliver the Summons portion of this ticket to the Defendant. I Certify that I did serve the Summons portion of this ticket to the Defendant by way of registered mail.

on the \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_ Attached is the receipt issued showing delivery.

Signature of Issuing Officer Police Department or Agency Unit or Detachment



Police Record

File No. \_\_\_\_\_

Act \_\_\_\_\_ Section No. \_\_\_\_\_

OFFICER'S NOTE

Highway Surface \_\_\_\_\_ Weather \_\_\_\_\_

Visibility \_\_\_\_\_ Speed \_\_\_\_\_

Traffic Conditions \_\_\_\_\_ Radar Checked -  Before  A

Exhibits Seized \_\_\_\_\_

Names of Witnesses \_\_\_\_\_

Issuing Officers \_\_\_\_\_

INVOLVED IN ACCIDENT  Yes  No AMOUNT OF DAMAGE \_\_\_\_\_

Vacation Periods and Days Off \_\_\_\_\_

CPIC INFORMATION				
Height	Weight	Hair	Eye	Visible Marks

COURT DISPOSITION

J.P. or Judge \_\_\_\_\_ Date \_\_\_\_\_

For Crown \_\_\_\_\_ For Accused \_\_\_\_\_

PLEA:  Guilty  Not Guilty  Warrant

Date of trial \_\_\_\_\_ Time \_\_\_\_\_ Court No. \_\_\_\_\_

Adjourned To \_\_\_\_\_

DISPOSITION  
Fine \_\_\_\_\_ Time \_\_\_\_\_ I/D \_\_\_\_\_

Time of Day \_\_\_\_\_  Fine & Costs Paid  Jail Term Taken

Suspended From \_\_\_\_\_ To \_\_\_\_\_

SCHEDULE "E"

, 2003

Lunenburg, NS B0J 2C0

Dear:

Re: (civic address), Lunenburg

Your application for a development permit and certificate of appropriateness for the above property has been received and reviewed.

A development permit (certificate of appropriateness) cannot be issued for your proposed (describe development).

You are hereby notified that (describe development ) must be removed (*discontinued*) within 15 days of the date of this notice.

Failure to remove (*discontinue*) this development is an offence under Section 505 of the Municipal Government Act.

If you have any questions, please call me.

Thank you for your anticipated co-operation.

Madelyn LeMay.  
Heritage and Development Officer

c Arnold Rafuse, Building Inspector  
Bea Renton, Town Manager/Clerk

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SCHEDULE "F"

, 2003

Lunenburg, NS B0J 2C0

Dear:

Re: (civic address), Lunenburg

Your application for amendment of your development permit (*and certificate of appropriateness*) for the above property has been received and reviewed.

The development permit (certificate of appropriateness) cannot be amended to reflect the proposed change.

You are hereby notified that (describe development ) must be removed (*discontinued*) within (hours or days) of the date of this notice.

Failure to remove (*discontinue*) this development is an offence under Section 505 of the Municipal Government Act.

If you have any questions, please call me.

Thank you for your anticipated co-operation.

Madelyn LeMay.  
Heritage and Development Officer

c Arnold Rafuse, Building Inspector  
Bea Renton, Town Manager/Clerk

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SCHEDULE "G"

, 2003

Lunenburg, NS B0J 2C0

Dear:

Re: (civic address), Lunenburg

It has come to my attention that the development at the above location is not in compliance with development permit # *(or certificate #)* issued *(date)*.

An amended development permit in accordance with the Land Use By-law and *(if required)* an amended certificate of appropriateness in accordance with the Heritage Conservation District By-law are required.

Please advise me in writing of the changes you would like made to your development permit (or certificate of appropriateness) in order to reflect the work you are carrying out.

Once the request for an amendment is received, it will be reviewed for compliance with the Land Use By-law *(or Heritage Conservation District By-law)*.

You are required to *(cease construction; discontinue use)* until the request for amendment has been received and reviewed and it can be determined whether the appropriate permits can be and are issued.

If you have any questions, please call me.

Thank you for your anticipated co-operation.

Madelyn LeMay,  
Heritage and Development Officer

c Arnold Rafuse, Building Inspector  
Bea Renton, Town Manager/Clerk