



February 1, 2022

VIA: Email: [aforbes@charlottetown.ca](mailto:aforbes@charlottetown.ca)

City of Charlottetown  
Planning and Heritage Department  
233 Queen Street  
Charlottetown, PE C1A 4B9

Dear Sir:

**RE: Appeal #LA22-03 – Sheila Scott v. City of Charlottetown**

The Island Regulatory and Appeals Commission has received a Notice of Appeal from Sheila Scott against the January 7, 2022 decision of the City of Charlottetown with respect to an Occupancy Permit for 11-13 Essex Crescent, being City of Charlottetown file No. 1127984. I have enclosed a copy of the Notice of Appeal for your records.

Please forward a copy of all information in your file with respect to the above-noted decision to the Commission by Tuesday, March 1, 2022. This information will be added to the Commission's file and will be distributed to the Appellant. Also on that date, please file a written response to the Notice of Appeal. The City may raise issues involving jurisdiction or preliminary matters in addition to a clear but brief response to the appeal.

Any questions or concerns can be directed to myself by telephone at 902-892-3501 or email at [pjrafuse@irac.pe.ca](mailto:pjrafuse@irac.pe.ca)

Yours truly,

  
Philip J. Rafuse  
Appeals Administrator  
Enclosure