



## City of Thunder Bay Appeals Tribunal Meeting Minutes

Wednesday, September 3, 2025, 12:01 p.m.

McNaughton Room - 3rd Floor, City Hall

### 1. City of Thunder Bay Appeals Tribunal 02-2025

Chair: Andreas Petersen

### 2. Members

Jennifer Fenton  
Andrew Garro  
Sarah Hamlin  
Andreas Petersen

### 3. Officials

Jeff Walters, Deputy City Clerk & Secretary to the Appeals Tribunal  
Adam Carruthers, Manager - Licensing & Enforcement  
Matt Mickleburgh, Municipal Enforcement Officer  
Katie Piché, Council & Committee Clerk

### 4. Guests

Property Owner, Jatinder Rattan, 512 Marks Street South and Property Manager  
Kenneth Shantz (via MS Teams)  
Property Owner, 222 Francis Street East - Alexander G. MacDonald

### 5. Disclosures of Interest

There were no disclosures of interest declared.

### 6. Agenda

#### 6.1 Appeal to the Property Standards Order for 512 Marks Street South

Correspondence received on June 10, 2025, from Jatinder Rattan relative to 512 Marks Street South.

Copy of City of Thunder Bay Property Standards Order issued on May 23, 2025 by Municipal Enforcement Officer M. Mickleburgh.

Correspondence received on June 10, 2025 from Jatinder Rattan relative to 512 Marks Street South.

This item was withdrawn from the July 23, 2025 agenda to be presented at the next scheduled Appeals Tribunal Hearing.

The purpose of Hearing #1 was to review the order on the property known municipally as PLAN 144 LOTS 43 to PT LOT 62 PT LANE PLAN 144 LOTS 43 to 55, and the Building Code Act, S.O.1992, c.23 for maintenance and occupancy of property in the City of Thunder Bay. All work was to be completed by June 30, 2025.

Jatinder Rattan was appealing the order and requesting an extension to the completion date originally set at June 30, 2025.

### **Opening Statement - Hearing #1**

The City of Thunder Bay was represented by Manager - Municipal Enforcement Adam Carruthers and Municipal Enforcement Officer Matthew Mickleburgh who provided an overview of the steps taken to date relative to the above noted property (512 Marks St. S.) and provided photographs of the site under review. These pictures will be kept on file in the Municipal Enforcement Services Division as well as the Office of the City Clerk.

Officer Matthew Mickleburgh provided an overview and responded to questions.

Property Manager Ken Shantz provided an overview and responded to questions.

Jatinder Rattan responded to questions.

Administration responded to questions.

### **Decision - 512 Marks St. S.**

It was consensus of the Committee that the date of compliance for Item #1 of the Property Standards Order, Section 6 Exterior Property and Section 49 Pest Control, be extended to allow for additional inspections. It states that the appellant is responsible to remove vermin (gull) infestation on the roof of the building and implement prevention methods so an infestation can not re-occur.

The work is to be completed by June 30, 2026.

## **6.2 Appeal to the Property Standards Order for 222 Francis Street East**

Correspondence received on July 9, 2025 from Alexander G. MacDonald relative to 222 Francis Street East.

Copy of City of Thunder Bay Property Standards Order issued on June 30, 2025 by Municipal Enforcement Officer M. Mickleburgh.

The purpose of Hearing #2 was to review the order on the property known municipally as PLAN 729 LOT 12 REG, and the Building Code Act, S.O.1992, c.23 for maintenance and occupancy of property in the City of Thunder Bay. All work was to be completed by October 29, 2025.

Alexander MacDonald was appealing the order and requesting an extension to the completion date originally set at October 29, 2025.

### **Opening Statement - Hearing #1**

The City of Thunder Bay was represented by Manager - Municipal Enforcement Adam Carruthers and Municipal Enforcement Officer Matthew Mickleburgh who provided an overview of the steps taken to date relative to the above noted property (222 Francis St. E.) and provided photographs of the site under review. These pictures will be kept on file in the Municipal Enforcement Services Division as well as the Office of the City Clerk.

Officer Matthew Mickleburgh provided an overview and responded to questions.

Administration responded to questions.

Alexander MacDonald responded to questions.

### **Decision - 222 Francis St. E.**

It was consensus of the Committee that the date of compliance for Item #1 of the Property Standards Order, Section 6c iv Exterior Property, Section 16 Accessory Buildings and Section 22 Exterior Walls, Surfaces, Cladding and Masonry, be extended. It states that the appellant is responsible to repair all deficiencies listed, including the roof of the building, the roofing

material/shingles, the siding material and the entranceway door. Assure building is weathertight, free of holes for vermin access and safe for use.

It was consensus of the Committee that the date of compliance for Item #2 of the Property Standards Order, Section 49 Pest Control, be extended. It states that the appellant is to assure the roof is completely sealed, and a functioning man door is installed. Holes in the building create a condition that may promote an infestation of vermin.

These items are to be completed by December 31, 2025.

Should the appellant decide that they do not wish to make the required remedies/repairs as required by the Order, the appellant is ordered to clear the land of all structures and materials/defects and leave in a graded and level condition. A demolition permit must be obtained, and the site cleared.

If the appellant chooses not to remedy the defects of the offending structure, demolition actions must be completed by the compliance date of December 31, 2025.

## **7. Adjournment**

The meeting adjourned at 12:54 p.m.