



## City of Thunder Bay Appeals Tribunal Meeting Minutes

Thursday, October 16, 2025, 12:01 p.m.

Martin Room - 3rd Floor, City Hall

**1. City of Thunder Bay Appeals Tribunal 03-2025**

Chair: Andreas Petersen

**2. Members**

Andrew Garro  
Sarah Hamlin  
Shaun Kennedy  
Andreas Petersen

**3. Officials**

Jeff Walters, Deputy City Clerk & Secretary to the Appeals Tribunal  
Adam Carruthers, Manager – Municipal Enforcement  
Katie Piché, Council & Committee Clerk  
Jolene Wiwcharyk, Municipal Enforcement Officer

**4. Guests**

Mary Frances Dorota - property owner, 130 Ontario Street, Frank Dorota, Chris Dorota  
Brian Harvey, property owner, 900 Edward Street South

**5. Disclosures of Interest**

There were no disclosures of interest declared.

**6. Agenda**

**6.1 Appeal to the Property Standards Order of 900 Edward Street South**

Correspondence received on August 25, 2025 from Brian Harvey relative to 900 Edward Street South.

Copy of City of Thunder Bay Property Standards Orders (main building and accessory building) issued on August 1, 2025 and August 4, 2025, respectively, by Municipal Enforcement Officer Jolene Wiwcharyk.

The purpose of Hearing #1 was to review the order on the property known municipally as 900 Edward Street South, PL 70 BLK 1 LT 13 N PT LT 12, and the Building Code Act, S.O. 1992, c.23 for the maintenance and occupancy or property in the City of Thunder Bay. All work was to be completed by September 30, 2025.

Brian Harvey was appealing the order and requesting an extension to the completion date originally set at September 30, 2025.

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

The City of Thunder Bay was represented by Supervisor - Municipal Services Adam Carruthers and Municipal Enforcement Officer Jolene Wiwcharyk who provided an overview of the steps taken to date relative to the above noted property (900 Edward 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.

Brian Harvey detailed the reasons for this appeal.

### **Decision - 900 Edward St. S.**

It was consensus of the Committee that the date of compliance for Item #1, Section 23 Doors, Windows, Cellars, Hatchways of the Property Standards Order, be extended. It states that the appellant is to repair or replace all doors and windows as required and maintain all windows and doors in good working order, good repair, and in a Safe Condition. The work is to be completed by November 30, 2025.

It was consensus of the Committee that the date of compliance for Item #2, Section 26 Roof Structures, of the Property Standards Order, be extended. It states that the appellant is to repair or replace the roof and all its components and continue to maintain the roof and all its components in good repair and in a Safe Condition. This item is to be completed by November 30, 2025.

It was consensus of the Committee that the date of compliance for Item #3, Section 27 Eavestrough, Metal Ducts, Flashing of the Property Standards Order, be extended. It states that the appellant is to ensure the roof drainage rainwater discharges onto the ground at least 1 metre (39 inches) from the dwelling and that all exterior metal ducts are kept free

from rust by applying an application of a suitable protective material when necessary. The work is to be completed by November 30, 2025.

It was consensus of the Committee that the date of compliance for Item #4, Section 30 Fire or Storm Damage of the Property Standards Order, be extended. It states that the appellant is to repair the dwelling to its original condition in conformity with the Code and the standards set out in this By-law or shall be demolished accordingly. The work is to be completed by May 31, 2026.

It was consensus of the Committee that the date of compliance for Item #5, Section 31 Demolition of Structures of the Property Standards Order, be extended. It states that the appellant is to repair the dwelling to its original condition in conformity with the Code and the standards set out in this By-law or demolish the dwelling accordingly. This item is to be completed by May 31, 2026.

It was consensus of the Committee that the date of compliance for Item #6, Section 37 Heating Systems, Section 39 Electrical, and Section 43 Plumbing Systems of the Property Standards Order, be extended. It states that the dwelling must be repaired to its original condition in conformity with the Code and the standards, and any requirements of any applicable Act, Code, or By-law. The work is to be completed by May 31, 2026.

It was consensus of the Committee that the date of compliance for Item #1, Section 16 Accessory Buildings of the Accessory Building Property Standards Order, be extended. It states that the appellant is to repair the accessory building with suitable materials on the accessory building and maintain the building in good repair. The work is to be completed by November 30, 2025.

It was consensus of the Committee that the date of compliance for Item #2, Section 22 Exterior Walls, Surfaces, Cladding and Masonry, of the Accessory Building Property Standards Order, be extended. It states that the appellant is to repair/renew the exterior surfaces of the accessory building and maintain the accessory building exterior surfaces in good repair. The work is to be completed by November 30, 2025.

## **6.2 Appeal to the Property Standards Order of 130 Ontario Street**

Correspondence received on August 27, 2025 from Frank Dorota relative to 130 Ontario Street.

Copy of City of Thunder Bay Property Standards Order issued on August 5, 2025 by Municipal Enforcement Officer Jolene Wiwcharyk.

The purpose of Hearing #2 was to review the order on the property known municipally as 130 Ontario Street, PLAN 572 N PT Lot 246, and the Building Code Act, S.O. 1992, c.23 for the maintenance and occupancy of property in the City of Thunder Bay. All of the work was to be completed by October 30, 2025.

Mary Dorota was appealing the order and requesting an extension to the completion date originally set at October 30, 2025.

### **Opening Statement - Hearing #2**

The City of Thunder Bay was represented by Supervisor - Municipal Services Adam Carruthers and Officer Jolene Wiwcharyk who provided an overview of the steps taken to date relative to the above noted property (130 Ontario St.) 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.

Municipal Enforcement Officer Jolene Wiwcharyk provided an overview.

Frank, Mary and Chris Dorota provided an overview and request to demolish the structure with a date extension.

### **Decision - 130 Ontario St.**

It was consensus of the Committee that the date of compliance to demolish be extended. It states that the appellant is 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.

The demolition of the structure is to be completed by May 31, 2026.

## **7. Adjournment**

The meeting adjourned at 12:43 p.m.