



City of Thunder Bay Appeals Tribunal Meeting Minutes

Monday, March 9, 2026, 11:00 a.m.

Martin Room - 3rd Floor, City Hall

1. City of Thunder Bay Appeals Tribunal 01-2026

Chair: Andrew Garrow

2. Members

Jennifer Fenton

Andrew Garro

Sarah Hamlin

Shaun Kennedy

3. Officials

Jeff Walters, Deputy City Clerk & Secretary to the Appeals Tribunal

Angela Pace, Supervisor - Municipal Enforcement Services

Matthew Mickleburgh, Level IV Officer - Municipal Enforcement Officer

Wendy Handy, Coordinator - Boards, Committees & Special Projects

Lori Wiitala, Committee Clerk & Legislative Specialist

4. Guests

Frank Greco - property owner, 535 McTavish Street

Kathleen Isabel Comba - property owner, 377 Egan Street

Ashley Warren - property owner, 527 McIntosh Street

5. Disclosures of Interest

None.

6. Agenda

6.1 Appeal to the Property Standards Order of 535 McTavish Street

Correspondence received on December 17, 2025 from Francesco Greco relative to 535 McTavish Street.

Copy of City of Thunder Bay Property Standards Orders (main building and accessory building) issued on November 28, 2025, by Municipal Enforcement Officer Jolene Wiwcharyk.

The purpose of Hearing #1 was to review the order on the property known municipally as 535 McTavish Street, Plan 54 BLK 50 Lot 38, Thunder Bay, Ontario as adopted by By-law 95/2022, 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 January 30, 2026.

Francesco Greco was appealing the order and requesting an extension to the completion date originally set at January 30, 2026.

Opening Statement - Hearing #1

The City of Thunder Bay was represented by Supervisor - Municipal Enforcement Services Angela Pace and Municipal Enforcement Officer Matthew Mickleburgh who provided an overview of the steps taken to date relative to the above noted property (535 McTavish 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.

Francesco Greco detailed the reasons for this appeal.

The Chair asked the Committee for their comments, feedback and if they had any questions or concerns relative to this order.

Municipal Enforcement Officer Matthew Mickleburgh responded to questions from the Committee.

Francesco Greco responded to questions from the Committee.

Deputy City Clerk Jeff Walters provided clarification relative to the authority of the Appeals Tribunal.

Decision - 535 McTavish St.

It was consensus of the Committee that the date of compliance for Item #1, Section 22 - Exterior Walls, Surfaces, Cladding and Masonry of the Property Standards Order, be extended. It states that the appellant is responsible to repair or replace any damaged cladding and renew any previously covered surfaces with paint and/or add protective materials as required in the dwelling and maintain in good repair. The work is to be completed by August 31, 2026.

It was consensus of the Committee that the date of compliance for Item #2, Section 23 - Doors, Windows, Cellars, Hatchways of the Property Standards Order, be extended. It states that the appellant is responsible to repair or replace any broken/cracked or missing windows on the dwelling. Maintain all exterior windows and doors in good working order, good repair and in a safe condition. The work is to be completed by June 15, 2026.

It was consensus of the Committee that the date of compliance for Item #3, Section 26 - Roof Structures of the Property Standards Order, be extended. It states that the appellant is to repair or replace any damaged or missing sections of the roof and maintain the roof in good condition, in a safe condition, as well as in a watertight condition to prevent leakage of water into the dwelling. The work is to be completed by May 31, 2026.

It was consensus of the Committee that the date of compliance for Item #4, Section 35 - Stairs, Handrails, Guards of the Property Standards Order, be extended. It states that the appellant is responsible to replace or repair the exterior stairs at the front and rear of the dwelling, so as to be free from holes, cracks, and other defects which constitute hazards. The work is to be completed by July 30, 2026.

It was consensus of the Committee that the date of compliance for Item #5, Section 49 - Pest Control of the Property Standards Order, be extended. It states that the appellant is responsible to repair any openings on the dwelling and maintain the dwelling to ensure that may promote conditions that allow for an infestation to occur. The work is to be completed by May 31, 2026.

It was consensus of the Committee that the date of compliance for Item #6, Section 55 - General Provisions Relating to Vacant Buildings of the Property Standards Order, be extended. It states that the appellant is responsible to keep all buildings on the land clear of debris; maintain the dwelling to prevent against unsafe conditions or risk of fire or accidents; keep the windows, doors, or any other openings to the dwelling secured to prevent unauthorized entry; maintain any entrances to the dwelling in good repair so as to provide for safe access for any authorized person attending the property. The work is to be completed by August 31, 2026.

6.2 Appeal to the Property Standards Order for 377 Egan Street

Correspondence received on February 10, 2026 from Kathleen Isabel Comba relative to 377 Egan Street.

Copy of City of Thunder Bay Property Standards Orders (main building and accessory building) issued on January 21, 2026, by Municipal Enforcement Officer Matthew Mickleburgh.

The purpose of Hearing #2 was to review the order on the property known municipally as 377 Egan Street, PLAN 121 BLK 15 LOT 12, Thunder Bay, Ontario as adopted by By-law 95/2022, 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 June 1, 2026.

Kathleen Comba is appealing the order and requesting an extension to the completion date originally set at June 1, 2026.

Opening Statement - Hearing #2

The City of Thunder Bay was represented by Supervisor - Municipal Enforcement Services Angela Pace and Municipal Enforcement Officer Matthew Mickleburgh who provided an overview of the steps taken to date relative to the above noted property (377 Egan 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.

Kathleen Comba detailed the reasons for this appeal.

The Chair asked the Committee for their comments, feedback and if they had any questions or concerns relative to this order.

Kathleen Comba responded to questions from the Committee.

Officer Matthew Mickleburgh responded to questions from the Committee.

Decision - 377 Egan Street

It was consensus of Committee that the date of compliance of Item #1, Section 22 - Exterior Walls, Surfaces, Cladding and Masonry of the Property Standards Order, be extended. It states that the appellant is required to repair all surfaces to assure the building is sound, plumb, weathertight, free from holes, loose or unsecured objects and maintained in good repair. All exterior surfaces which had been previously covered with paint, or other protective or decorative materials must be renewed. The work is to be completed by September 30, 2026.

It was consensus of Committee that the date of compliance of Item #3, Section 6c ii - Exterior Property and Section 49 - Pest Control of the Property Standards Order, be extended. It states that the appellant is to

remove any vermin and repair vermin access points to assure no vermin infestation in the future. The work is to be completed by June 30, 2026.

6.3 Appeal to the Property Standards Order for 527 McIntosh Street

Correspondence received on February 11, 2026 from Ashley Warren relative to 527 McIntosh Street.

Copy of City of Thunder Bay Property Standards Orders (main building and accessory building) issued on January 21, 2026, by Municipal Enforcement Officer Matthew Mickleburgh.

The purpose of Hearing #3 was to review the order on the property known municipally as 527 McTavish Street, Plan 54 BLK 52 N PT Lot 17, Thunder Bay, Ontario as adopted by By-law 95/2022, 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 May 31, 2026.

Ashley Warren was appealing the order and requesting an extension to the completion date originally set at May 31, 2026.

Opening Statement - Hearing #3

The City of Thunder Bay was represented by Supervisor - Municipal Enforcement Services Angela Pace and Municipal Enforcement Officer Matthew Mickleburgh who provided an overview of the steps taken to date relative to the above noted property (527 McTavish 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.

Ashley Warren detailed the reasons for this appeal.

The Chair asked the Committee for their comments, feedback and if they had any questions or concerns relative to this order.

Municipal Enforcement Officer Matthew Mickleburgh responded to questions from the Committee.

Ashley Warren responded to questions from the Committee.

Deputy City Clerk Jeff Walters provided clarification relative to the authority of the Appeals Tribunal.

Decision - 527 McTavish St.

It was consensus of the Committee that the date of compliance for Item #1, Section 22 - Exterior Walls, Surfaces, Cladding and Masonry of the Property Standards Order, be extended. It states that the appellant is to repair all exterior surfaces to assure the building is sound, plumb, weathertight, free from holes, loose or unsecured objects and maintained in good repair. All exterior surfaces which had been previously covered with paint, or other protective or decorative materials must be renewed. The work is to be completed by November 30, 2026.

It was consensus of the Committee that the date of compliance for Item #2, Section 6c ii - Exterior Property and Section 49 - Pest Control of the Property Standards Order, be extended. It states that the appellant is to remove all vermin and repair all vermin access points to assure no further infestation in the future. The work is to be completed by June 1, 2026.

It was consensus of the Committee that the date of compliance for Item #3, Section 23 - Doors, Windows, Cellars, Hatchways and Section 24 - Window Screens of the Property Standards Order, be extended. It states that the appellant is to repair or replace windows and maintain in good working order and repair. Ensure that if exterior windows can be opened to use for ventilation or illumination, that mesh screening, metal grills or other equivalent durable rust proof material be installed to prevent the entry of rodents, large insects or vermin. The work is to be completed by November 30, 2026.

6.4 Appeal to the Property Standards Order for 122 Pruden Street

Correspondence received on February 20, 2026 from Monique Duggan relative to 122 Pruden Street.

Copy of City of Thunder Bay Property Standards Orders (main building and accessory building) issued on February 4, 2026, by Municipal Enforcement Officer Matthew Mickleburgh.

The purpose of Hearing #4 was to review the order on the property known municipally as 122 Pruden Street, Plan 54 BLK 14 Lot 16 REG, Thunder Bay, Ontario as adopted by By-law 95/2022, 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 June 1, 2026.

Monique Duggan was appealing the order and requesting an extension to the completion date originally set at June 1, 2026.

Opening Statement - Hearing #4

The City of Thunder Bay was represented by Supervisor - Municipal Enforcement Services Angela Pace and Municipal Enforcement Officer Matthew Mickelburgh who provided an overview of the steps taken to date relative to the above noted property (122 Pruden 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.

Monique Duggan was absent for this appeal.

The Chair asked the Committee for their comments, feedback and if they had any questions or concerns relative to this order.

Municipal Enforcement Officer Matthew Mickelburgh responded to questions from the Committee.

Deputy City Clerk Jeff Walters provided clarification relative to the authority of the Appeals Tribunal.

Decision - 122 Pruden St.

It was consensus of the Committee that the Items #1 through #7 of the Property Standards Order, be confirmed.

It states the following:

Item #1, Section 23, Doors, Windows, Cellars, Hatchways: the appellant is responsible to repair or replace any broken or damaged windows and doors of the building and maintain all windows and doors in good working order, good repair and in a safe condition.

Item #2, Section 30, Fire or Storm Damage: the appellant is responsible to repair the building to its original condition in conformity with the Code and the standards set out in the By-law or demolish the building accordingly.

Item #3, Section 31, Demolition of Structures: the appellant is responsible to repair the building to its original condition in conformity of the Code and the standards set out in this By-law or demolish the building accordingly. The appellant is to ensure that demolition activities shall be controlled with appropriate measures to protect the surrounding neighbourhood lands,

including City lands and highways, from nuisance or hazardous dust, vibrations and litter.

Item #4, Section 37 Heating Systems, Section 39 Electrical, and Section 43 Plumbing: the appellant is responsible to ensure the heating, cooling, insulation and moisture management systems must function properly to provide service required and protect the structure from moisture hazards. The systems must conform to the standards set out in the applicable Code(s) and the Canadian Standards Association B365 standard. A Certificate of Inspection is to be provided to the Property Standards Officer. The plumbing system and water supply must be fully functional and meet or exceed the current Building Code Act. A Certificate of Inspection is to be provided to the Property Standards Officer. The electrical system must be fully functional and meet or exceed the current Electrical Safety Authority (ESA) standards for the type of use and demonstrate it has passed an ESA Inspection. A Certificate of Inspection is to be provided to the Property Standard Officer. The building must be repaired to functional and livable standard, to the requirements of any applicable Act, Code or By-law

Item #5, Section 6 Exterior Property and Section 49 Pest Control: the appellant is responsible to remove any vermin infestation and repair all deficiencies to prevent any further infestation.

Item #6, Section 16 Accessory Buildings: the appellant is responsible to secure the shed in the back yard by sealing the entrance or installing a door to prevent vermin infestation.

Item #7, Section 22 Exterior Walls, Surfaces, Cladding and Masonry: the appellant is responsible to renew exterior surfaces which have previously been covered in paint and have since deteriorated; and to repair soffit and fascia on east side of the building, assuring it is plumb, weathertight, free from holes, loose or unsecured objects and maintained in good repair.

All items are to be completed by June 1, 2026.

7. Adjournment

The meeting adjourned at 12:23 p.m.