

CITY OF THUNDER BAY

2025 JUN 18 AM 10:06

CITY CLERK'S OFFICE

Brenda Melick

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Date: June 17, 2025

To:

Secretary, Property Standards Committee
City Hall
500 Donald St E
Thunder Bay, Ontario, P7E 5V3

**RE: Appeal of Property Maintenance Order – Request for Extension
Occurrence Number # EF: 25-50107**

Dear Secretary, Property Standards Committee

I am writing to formally appeal the Property Maintenance Order issued for my property located at 335 Rupert St, Thunder Bay dated June 12, 2025 regarding the structural condition of the retaining wall noted in the order.

I request an extension of the compliance deadline stated in the order. In addition, I need to present evidence concerning the precise location of the retaining wall in relation to the property line. This information is essential to ensure that any corrective actions taken are appropriate, justified, and legally sound.

Furthermore, I would appreciate the opportunity to submit this evidence and to discuss any concerns regarding the order in more detail before further enforcement steps are taken.

Please confirm receipt of this appeal and advise of any next steps required from my end, including the formal hearing process or documentation to submit in support of my request.

I am committed to resolving this matter responsibly and in accordance with the City's standards and procedures.

Sincerely,
Brenda Melick

