Winnipeg | Planning, Property & Development
Urbanisme, biens et aménagement

Fee Waiver Committee Decision Form

Applicant Information:

Applicant Name	Sharon Skeete
Applicant Email	
Affected Municipal Property Address	28 Arpin Bay
Permit or Folder Number	25-253794 ER
Fee or Penalty Amount ($)	$443.00
Fee Description/Fee Name	Work Without Permit

Fee Waiver Committee Decision:

Decision	**Denied**	Date	**December 19, 2025**

The Fee Waiver Committee has met and recommended the application be **Denied.**

The Committee has reviewed the details of your application, and found that the Work Without Permit fee was correctly applied in accordance with the relevant By-laws, therefore your application is **Denied**.
The Committee was advised that Work without Permit was confirmed during inspections processes.

If the denied fee has not been paid, a payment is still required;
If the denied fee has been paid, no further action is required by you.

Appeal Information:

In accordance with section 189 (1) (b) (ii) of The City of Winnipeg Charter, you may appeal this decision. To do so, you must send your written appeal by **January 5, 2026** to:

Standing Policy Committee on Property and Development
Attention:
City Clerk's Department
510 Main Street, Winnipeg MB R3B 1B9

Fax: 204-947-3452 • CLK-Appeals@winnipeg.ca

Fee Waiver Committee
Development & Inspections Division
Per:

K.Happychuk (*)

Kelly Happychuk
Fee Waiver Committee Chair
Chief of Enforcement and Investigations
Development and Inspections Division
Planning, Property and Development
City of Winnipeg
/AL

"Exhibit 2" - Appeal - The Planning, Development and Building Fees By-law No. 66/2016 - 28 Arpin Bay - Work Without Permit

From: Sharon
Sent: Monday, January 5, 2026 10:27 AM
To: CLK-Appeals <clk-appeals@winnipeg.ca>
Subject: Fee Appeal (25-253794 ER / 25-230790HO)
Importance: High

EXTERNAL EMAIL : Proceed with Caution!
Think carefully before you click on a link, open an attachment, or scan a QR code.
NEVER provide User IDs or Passwords.

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Good Morning

I am writing to the Standing Policy Committee on Property and Development to request a fee appeal for the above permit.

I am formally requesting a revocation of the $443.00 fee that was issued via invoice #1450309 for "Building - Non-Compl Fee - Work Without Permit" for the lower level development of my house which I purchased and subsequently moved into in June2025. I was made aware that there was no permit for the prior work in the basement by a City Inspector Oct2025, which was partially finished with drywall and some lights/switches/outlets before I moved in. As per previous, I talked to and visited the Zoning Office numerous times prior to pulling permits; the City was aware of the partially completed basement. Please note that I have made the effort to follow the rules by pulling plumbing, electrical, and building permits prior to any other work being started. It does not make sense that I would pull permits for the current work and not address what had already been completed had I received correct information. It is very hard to understand all of the imformation online and when I tried to call, I spoke to Balbir who did not really answer the questions with full information. That is when I physically went to the office as stated above. The City Clerk at that time was informed of the basement's current state and did not state that permits had to be pulled for that work. I filled out all paperwork that I was told to do and that was necessary at the City office that day.

Please note that the $443.00 fee was applied to/waived under 25-230790HO. I received an email dated Nov21/25 from Samantha Madu stating that the fee had been cancelled per my request to waive the fee. The electrical company that I had hired to comply with the the building permit paid the fee before it was waived by the City.

As the fee was paid by hired electrical contractors under 25-253794ER I am now applying for a fee waive/reimbursement to them (Sykes Electrical). There was never a fee under 25-253794ER. There was only ever one charged fee of $443.00 under 25-230792HO.

Once again, the City waived the fee under 25-230790HO. There was never a fee under 25-253794ER.

This is why I am requesting that the fee of $443.00 be waived and reimbursed to Sykes Electrical. Please consider this as a plea of truth and not ignorance.

I do not see how one City clerk could waive a fee and another City clerk is stating the fee stands.

Thanks, Sharon

From: Sharon

Sent: Monday, January 5, 2026 10:44 AM
To: CLK-Appeals

Subject: **ADDENDUM** Fwd: Fee Appeal (25-253794 ER / 25-230790HO)
Importance: High

EXTERNAL EMAIL : Proceed with Caution!
Think carefully before you click on a link, open an attachment, or scan a QR code. NEVER provide User IDs or Passwords.

Good Morning - I just wanted to add additionally I had received emails from the City stating the dates for the work to be finished were Nov25/25 and Nov29/25. I was not hearing anything permit-wise. I called to book my inspections and a diligent clerk found out that the person in charge of my file had never approved the permit. She was able to get the permit approved straight away while on the phone. That was Nov19/25 or Nov20/25. I spent the next 5 days chasing everything down to make sure the necessary paperwork was done and things were moving along so I could book the inspections. I was even told by a clerk to call rather than book online because it would be quicker.

When I tried to book my inspections Nov25/25 or Nov26/25 I was then told there was no appointments left, the earliest would be Dec2/25 which I took.

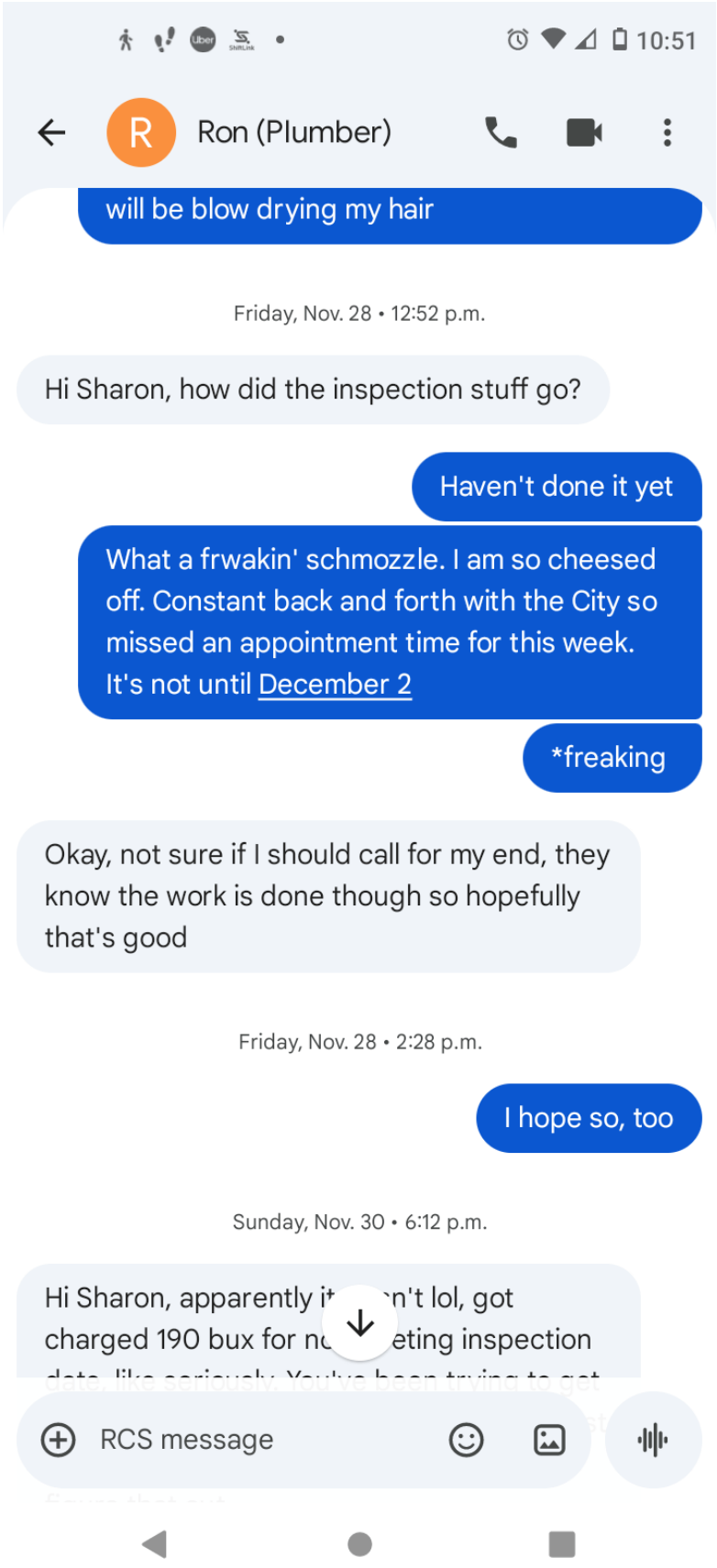
I have done and did do everything humanly possilbly to get things done in a timely fashion and I am still left with fees that I do not think are fair. This work (the deficiencies) was all completed by Nov12/25.

Once again, I ask that you reconsider your decision. This fee was waived as stated below. Now I have another clerk stating it stands. I also had completed the work in a timely fashion. The City did not approve the permit in a timely fashion as discovered by another City clerk.

I ask for reasonable consideration and I ask that the original waiver of this fee of $443.00 stand.

Thx Sharon

"Exhibit 2" - Appeal - The Planning, Development and Building Fees By-law No. 66/2016 - 28 Arpin Bay - Work Without Permit



"Exhibit 3" - Appeal - The Planning, Development and Building Fees By-law No. 66/2016 - 28 Arpin Bay - Work Without Permit

City Clerk's Department
Bureau du Greffier

REGISTERED MAIL RN 864 653 041 CA

January 9, 2026

File EP-8

Sharon Skeete
28 Arpin Bay
Winnipeg, MB, R3X 1Y1

Appeals – The Planning, Development and Building Fees By-law No. 66/2016 – 28 Arpin Bay

This will acknowledge receipt of your communication dated January 5, 2026, appealing two Decisions dated December 19, 2025, from the Fee Waiver Committee of the Planning, Property and Development Department, regarding provisions of The Planning, Development and Building Fees By-law No. 66/2016 for the premises located at 28 Arpin Bay.

Please be advised that the appeals will be heard by the Standing Policy Committee on Property and Development at its meeting on Monday, February 9, 2026, at 9:30 a.m. in the Council Building, 510 Main Street. The purpose of the appeal hearing is to allow interested persons to make submissions, ask questions or register objections with respect to this matter.

If you wish to speak on these matters at the meeting, please fill out the public representation form available at winnipeg.ca/publichearings and submit it prior to noon (12:00 p.m.), Friday, February 6, 2026 to make the necessary arrangements to register.

Information or documents concerning these matters are available for inspection in the City Clerk's Department, 510 Main Street, or can be accessed four business days prior to the meeting via the Decision Making Information System at winnipeg.ca/CLKDMIS. A description of the procedure to be followed at the hearing can be accessed at winnipeg.ca/publichearings.

Leah Cowan
Senior Committee Clerk

c. H. Borys, Director of Planning, Property and Development
R. Klassen, Manager of Development and Inspections, Planning, Property and Development Department
K. Happychuk, Chief of Enforcement and Investigations, Planning, Property and Development Department

R. Clements, Enforcement Coordinator, Planning, Property and Development Department
C. Berg, Administrative Assistant, Planning, Property and Development Department
PPD-Enforcement-Services@winnipeg.ca Planning, Property and Development Department

"Exhibit 4" - Appeal - The Planning, Development and Building Fees By-law No. 66/2016 - 28 Arpin Bay - Work Without Permit

Winnipeg

Planning, Property and Development Department • Service de l'urbanisme, des biens et de l'aménagement

Development and Inspections Division• Division de l'aménagement et des inspections

Prepared for: Standing Policy Committee on Property and Development

Date:	February 9, 2026
Agenda Item Number/ Description:	PD-SPC Appeal of PPD Fee Waiver Committee decision dated December 19, 2025 25-253794-ER 25-233573-PR
Affected Municipal Address:	28 Arpin Bay

Background:

- 28 Arpin Bay, an R1 zoned property.
- Application was submitted by the homeowner.
- There are 2 fees under appeal:
  Folder # 25-253794-ER: $443.00 Work Without Permit
  Folder # 25-233573-PR: $191.00 Fail to Correct Defects within 30 days.

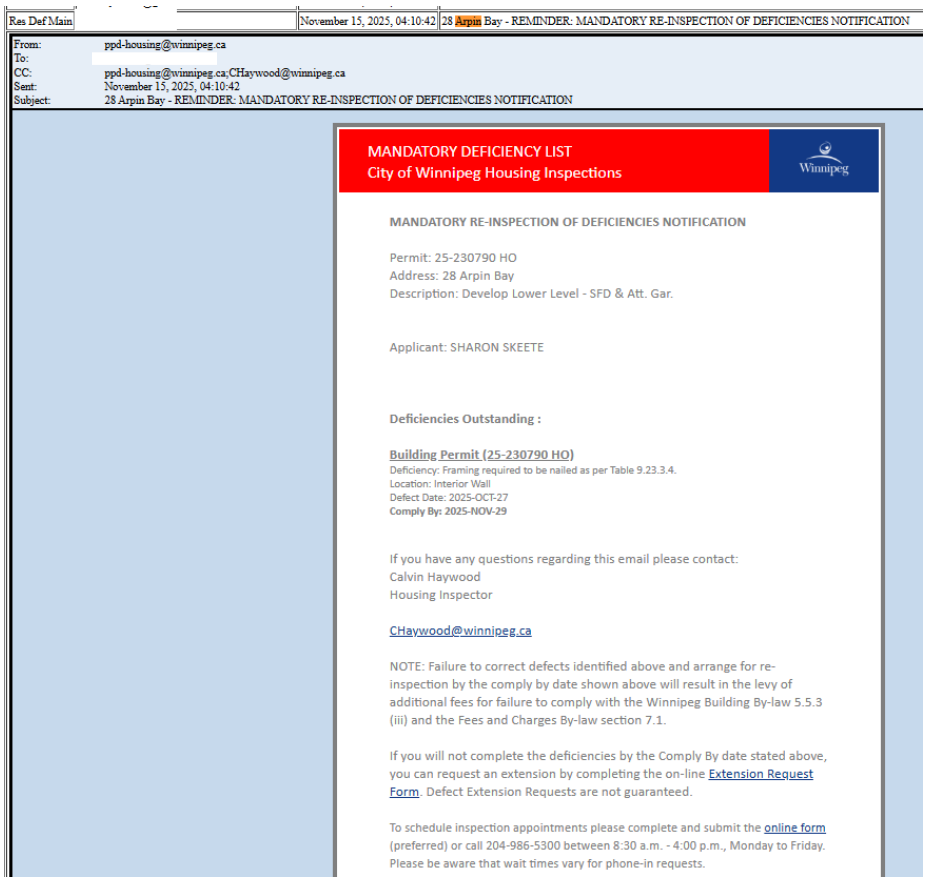
With respect to the 25-253794-ER: Work Without Permit fee: $443.00:

- On October 29, 2025, a City of Winnipeg Building Inspector was on site at 28 Arpin Bay for a scheduled inspection of other work that was under separate permit.
- During that site visit, the Inspector noted that the Lower Level had been developed without permits.
- A By-law Violation Notice was issued to the property owner, instructing them to obtain the proper permits.
- The permits were applied for and obtained in the weeks that followed.
- The $443.00 Work Without Permit fee is automatically added to the cost of the required permit, as it was identified and imposed in accordance with the Winnipeg Building By-law 4555/87 and the Planning, Development and Building Fees and Charges Bylaw 66/2016.

With respect to the 25-233573-PR: Fail to Correct Defect within 30 Days fee $191.00:

- A defect was found during an inspection on October 27, 2025. The defect needed to be corrected and a re-inspection called for within 30 days. This is the responsibility of the contractor/ permit holder/ owner.
- On November 15, 2025, a reminder email was sent to the contractor with respect to the defect requiring correction and a call for re-inspection.
- There was no contact to the Department requesting either an inspection or an extension.
- On November 30, 2025 the 30 day window expired, and re-inspection had not been called for, therefore a non-compliance fee of $191.00 was imposed.
- Another defect was noted with respect to the framing inspection, which also required a re-inspection. A separate reminder email was sent to the owner also on November 15, 2025.
  The Department did not apply a non-compliance fee for this other defect.

- The two images below are copies of the warning emails sent on November 15, 2025 to the contractor and the owner.

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Res Def Main | November 15, 2025, 04:10:42 | 28 Arpin Bay - REMINDER: MANDATORY RE-INSPECTION OF DEFICIENCIES NOTIFICATION

From: ppd-housing@winnipeg.ca
To:
CC: ppd-housing@winnipeg.ca;CHaywood@winnipeg.ca
Sent: November 15, 2025, 04:10:42
Subject: 28 Arpin Bay - REMINDER: MANDATORY RE-INSPECTION OF DEFICIENCIES NOTIFICATION

MANDATORY DEFICIENCY LIST
City of Winnipeg Housing Inspections

MANDATORY RE-INSPECTION OF DEFICIENCIES NOTIFICATION

Permit: 25-230790 HO
Address: 28 Arpin Bay
Description: Develop Lower Level - SFD & Att. Gar.

Applicant: SHARON SKEETE

Deficiencies Outstanding :

Building Permit (25-230790 HO)
Deficiency: Framing required to be nailed as per Table 9.23.3.4.
Location: Interior Wall
Defect Date: 2025-OCT-27
Comply By: 2025-NOV-29

If you have any questions regarding this email please contact:
Calvin Haywood
Housing Inspector

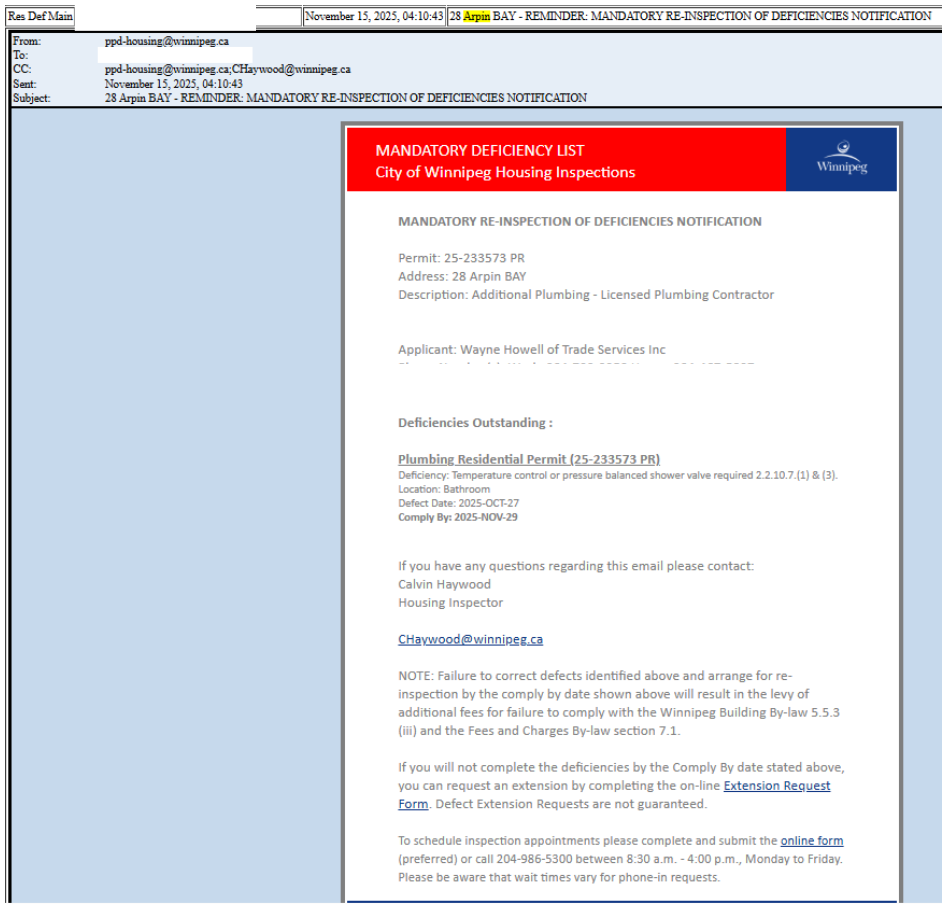
CHaywood@winnipeg.ca

NOTE: Failure to correct defects identified above and arrange for re-inspection by the comply by date shown above will result in the levy of additional fees for failure to comply with the Winnipeg Building By-law 5.5.3 (iii) and the Fees and Charges By-law section 7.1.

If you will not complete the deficiencies by the Comply By date stated above, you can request an extension by completing the on-line Extension Request Form. Defect Extension Requests are not guaranteed.

To schedule inspection appointments please complete and submit the online form (preferred) or call 204-986-5300 between 8:30 a.m. - 4:00 p.m., Monday to Friday. Please be aware that wait times vary for phone-in requests.

"Exhibit 4" - Appeal - The Planning, Development and Building Fees By-law No. 66/2016 - 28 Arpin Bay - Work Without Permit

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Res Def Main | November 15, 2025, 04:10:43 | 28 Arpin BAY - REMINDER: MANDATORY RE-INSPECTION OF DEFICIENCIES NOTIFICATION

From: ppd-housing@winnipeg.ca
To:
CC: ppd-housing@winnipeg.ca;CHaywood@winnipeg.ca
Sent: November 15, 2025, 04:10:43
Subject: 28 Arpin BAY - REMINDER: MANDATORY RE-INSPECTION OF DEFICIENCIES NOTIFICATION

MANDATORY DEFICIENCY LIST
City of Winnipeg Housing Inspections

MANDATORY RE-INSPECTION OF DEFICIENCIES NOTIFICATION

Permit: 25-233573 PR
Address: 28 Arpin BAY
Description: Additional Plumbing - Licensed Plumbing Contractor

Applicant: Wayne Howell of Trade Services Inc

Deficiencies Outstanding :

Plumbing Residential Permit (25-233573 PR)
Deficiency: Temperature control or pressure balanced shower valve required 2.2.10.7.(1) & (3).
Location: Bathroom
Defect Date: 2025-OCT-27
Comply By: 2025-NOV-29

If you have any questions regarding this email please contact:
Calvin Haywood
Housing Inspector

CHaywood@winnipeg.ca

NOTE: Failure to correct defects identified above and arrange for re-inspection by the comply by date shown above will result in the levy of additional fees for failure to comply with the Winnipeg Building By-law 5.5.3 (iii) and the Fees and Charges By-law section 7.1.

If you will not complete the deficiencies by the Comply By date stated above, you can request an extension by completing the on-line Extension Request Form. Defect Extension Requests are not guaranteed.

To schedule inspection appointments please complete and submit the online form (preferred) or call 204-986-5300 between 8:30 a.m. - 4:00 p.m., Monday to Friday. Please be aware that wait times vary for phone-in requests.

Designated Employee Recommendation:

- The Winnipeg Building Bylaw 4555/87 clearly states that permit holders and property owners are responsible for compliance with the by-law.

- The Fee Waiver Committee reviewed the details of the application and on December 19, 2025 rendered a decision the non-compliance fees were correctly applied in accordance with Council-approved bylaws and fee structures.

- The Public Service submits that the Standing Policy Committee- Property & Development deny these appeals and confirm the decisions of the Fee Waiver Committee.

Relevant By-law references:

The Winnipeg Building By-law 4555/87 states in part:

4.2: Where a permit is required by this By-law, no person shall engage in any construction or other activity that requires a permit, or authorize or allow construction or another activity that requires a permit to begin or to proceed, unless a valid permit exists for the construction or the other activity.

5.4.1: An owner of property must, prior to commencing work on the property for which a permit, acceptance, or approval is required pursuant to this By-law, obtain all necessary permits, acceptances and approvals.

5.4.2: If an owner has failed to obtain a required permit, acceptance or approval prior to commencing work in compliance with sentence 5.4.1, the owner at the time the work was commenced or carried out – and every subsequent owner – is nonetheless required to obtain all permits, acceptances and approvals and to pay all applicable fees despite the fact that the work has already commenced or has been completed. For greater clarity, if work for which a permit, acceptance or approval is required has been commenced or carried out without the required permit, acceptance or approval, the current owner is responsible for obtaining the required permit, acceptance or approval and must pay any fees or penalties associated with the permit, acceptance or approval, including fees for its issuance after the work has been commenced or carried out.

5.5.3 The owner of property in respect of which a permit has been issued must ensure that a designated employee is notified:

(iii) within one month following an inspection during which a defect in the construction of a single family house or duplex was identified, that the defect has been corrected and is ready for re-inspection;

The Planning, Development and Building Fees & Charges By-law 66/2016 states in part:

8.1. Housing: Failure to call for a re-inspection of a defect or failure to obtain an extension from the City within 1 month of a defect being identified, carries a fee of $191.00

Compiled by K. Happychuk, Chair- PPD Fee Waiver Committee, January 28, 2026