"Exhibit 1" - Appeal - The Planning, Development and Building Fees By-law No. 66/2016 - 28 Arpin Bay - Failure to Correct Defects

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

Fee Waiver Committee Decision Form

Applicant Information:

Applicant Name	Wayne Howell of Trade Services/S Skeete
Applicant Email	
Affected Municipal Property Address	28 Arpin Bay
Permit or Folder Number	25-233573 PR
Fee or Penalty Amount ($)	$191.00
Fee Description/Fee Name	Failure to Correct Defects

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 Failure to Correct Defects fee was correctly applied in accordance with the relevant By-laws, therefore your application is **Denied**.
The Committee was advised that email notifications were sent to the contractor, who is the permit holder, for defects and warning reminders of upcoming expiry dates. However no request for extensions were received.

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 - Failure to Correct Defects

From: Sharon
Sent: Monday, January 5, 2026 11:06 AM
To: CLK-Appeals <clk-appeals@winnipeg.ca>
Subject: Fee Appeal 25-233573 PR
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 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 $191.00 (see above for permit number) fee that was issued for the lower level development of my house which I purchased and subsequently moved into in June2025.

Please see the original waiver request, as below:

"I am the homeowner requesting a revocation of the $190.00 fee, issued for failing to book inspection within 30 days of identified deficit(s). All work was completed before the 30 day time frame. I was not hearing anything from anyone, the hired electrical contractor told me they had not received anything either. In the interim I got two different emails from the City, one stating work needed to be complete by Nov25 and the other stating work needed to be complete by Nov29. I started to contact the City with regard to this and attempted to book inspections on Nov21/25. All were rejected. I got hold of someone that was helpful; she determined that the most recent electrical permit was not approved. She was able to get this done right away over the phone. I stayed on top of things ensuring that the paperwork was done/submitted, and kept in contact with the City who told me it was best to call and

book because it was quicker. I asked if things could be expedited w/r to the Maintenance Prog Form and was told no. Once this was finished, I called to book, I was told I cannot book, it has to be the electrician. I tried to book my own and was told was nothing available, it would have to be the following week. I asked what this means for fees - I have complied, the City did not issue the Permit from their end, that was the hold up. The clerk stated there shouldn't be fees, follow up, the City will see my efforts to get things done in time. I am sure you will see the numerous calls/efforts to book; I even have email. This is the truth."

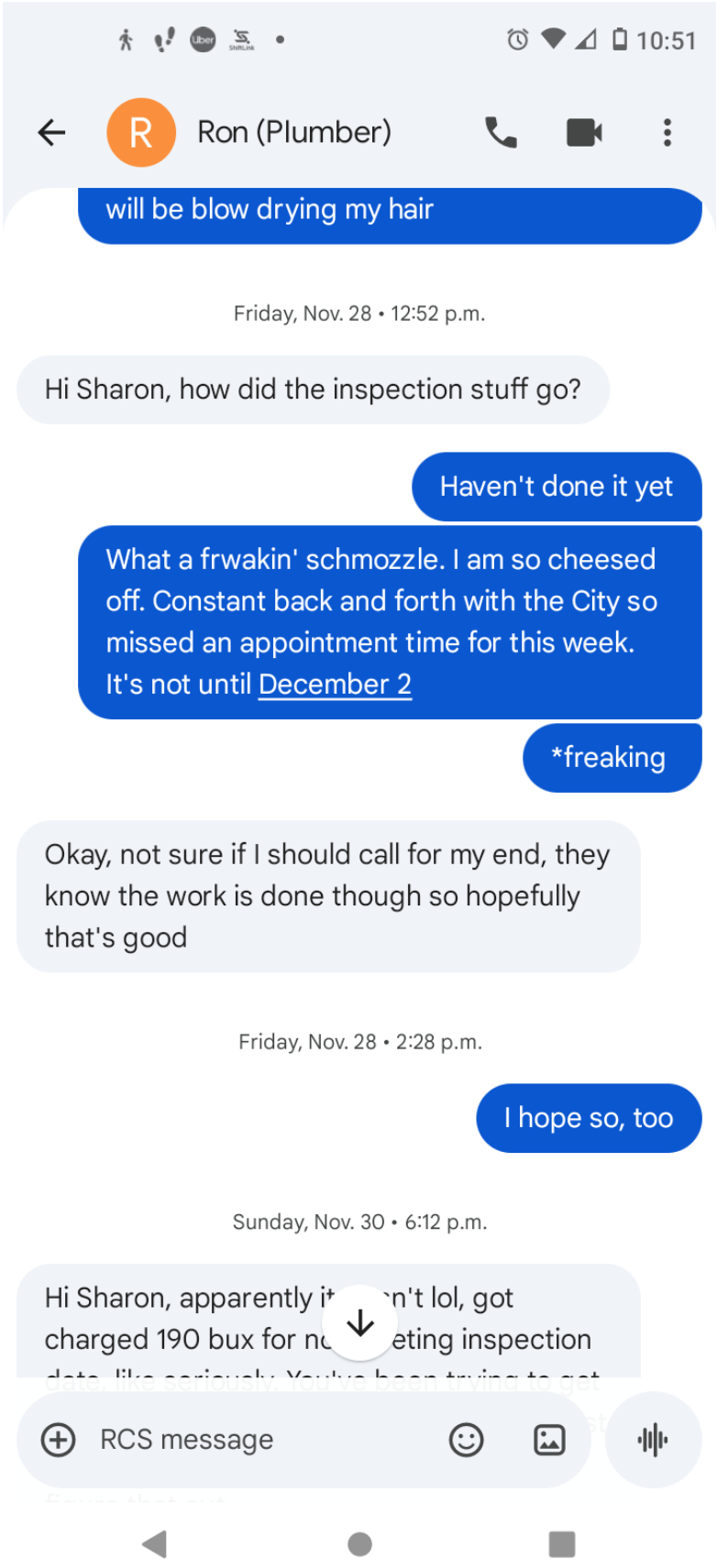
Please note that I could not book any inspections as the rule states all work must be done before the Inspector comes out. The root of this problem is that the City worker handling my file did not approve the electrical permit in a timely fashion and I only discovered this when I began to call (multiple times). Once this was done and all paperwork was completed, despite my efforts, I was then told there were no appointments. All work was completed by Nov12/25. I have a text conversation between myself and the plumber that supports this (attached). As above, the City clerk stated the City will see my efforts to get things expedited and follow up but there should not be any fees.

As stated previously I called the City on numerous occasions and I visited the office physically to get things done correctly and I am still being penalized.

I ask for reasonable consideration in this matter.

Thanks, Sharon

"Exhibit 2" - Appeal - The Planning, Development and Building Fees By-law No. 66/2016 - 28 Arpin Bay - Failure to Correct Defects



"Exhibit 3" - Appeal - The Planning, Development and Building Fees By-law No. 66/2016 - 28 Arpin Bay - Failure to Correct Defects

Winnipeg | 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

City Clerk's Department
Bureau du Greffier

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

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.

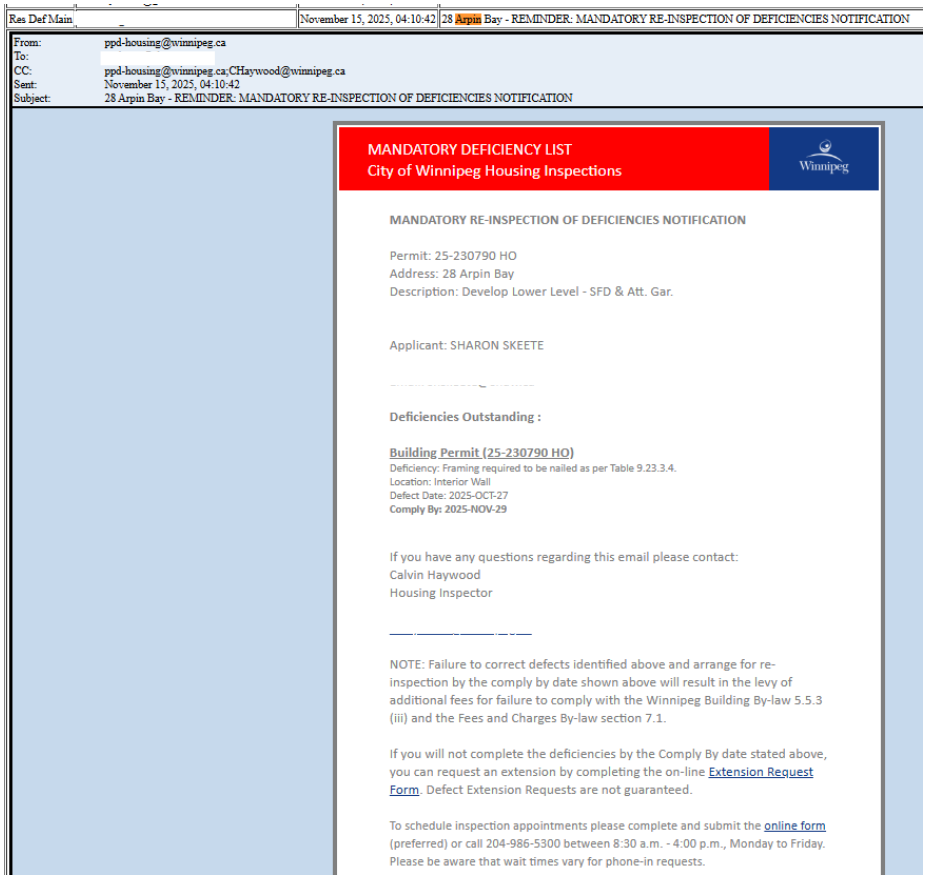
With respect to the 25-253794-ER: Work Without Permit fee: $443.00:

- 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

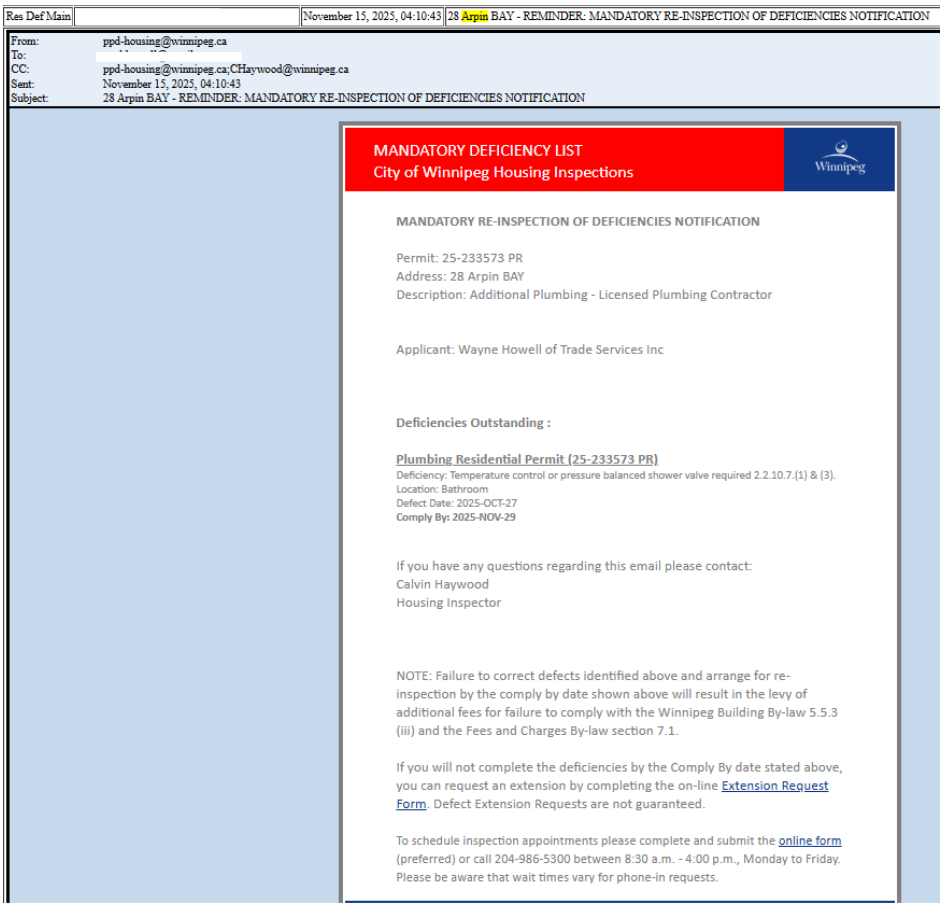
If you have any questions regarding this email please contact:
Calvin Haywood
Housing Inspector

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 - Failure to Correct Defects

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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

Winnipeg

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

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