



CHURCH OF
SCIENTOLOGY
OF WINNIPEG

315 Garry Street
Winnipeg, Manitoba R3B 2G7

(204) 943-5790
winnipeg@scientology.net
scientology-winnipeg.org

STANDING POLICY COMMITTEE ON
PROPERTY AND DEVELOPMENT
via City Clerk's Department Winnipeg

29 JUNE 2026

RE: REQUEST FOR REFUND

Dear Sir/Madam,

As a corporate director of the Church of Scientology of Winnipeg, I am requesting a refund of the \$3775.00 invoice amount, per attached. I am making this application per section 2 REFUND INFORMATION of the attached Statement.

This 25 May 2026 Invoice Number 26 132558 concerns the Church's owned building at 33 Princess St., Winnipeg, MB. The invoice amount is \$3,775.00 and was paid in full on 24 June 2026, as shown by the attached Cheque 230 withdrawal amount. This amount was due on or before June 25, 2026.

I am requesting a refund because actions are being taken by the Church to address the outstanding orders named on the attached statement. An extensive listing is attached of the Project Steps by Cibinel Architecture Ltd, submitted to the City on 20 April 2026, to address immediate safety hazards and arrest the decline of the Princess St building.

If further information is required, I am available at the Church's current premises of 315 Garry Street, #210 Winnipeg, MB R3B 2G7.

Sincerely,

A handwritten signature in blue ink that reads "James Standish".

Mr. James Standish
Secretary, Board of Directors

April 20, 2026

Church of Scientology Winnipeg

315 Garry Street

#210 Winnipeg,

Manitoba R3B

2G7

Attention: Noemi Nagy

Re: FEE PROPOSAL – 33 PRINCESS – Arrest the Decline Project

EXECUTIVE SUMMARY

Cibinel Architecture Ltd. is pleased to submit our comprehensive Prime Consultant proposal for the 33 Princess Street “Arrest the Decline” Project. Our proposal has been prepared in full accordance with the CSI Request for Proposal (dated 15 March 2026), incorporating all technical, heritage, structural, architectural, and administrative requirements.

As Prime Consultant, Cibinel Architecture will lead the architectural scope and fully coordinate all engineering disciplines (structural, mechanical, electrical, civil, building envelope). Our integrated team is fully committed to delivering clear, coordinated, code-compliant, and heritage-aligned documentation required to support pricing, permitting, scheduling, and construction.

We confirm our understanding of CSI’s immediate priority to complete **Stage 1 Immediate Safety Hazards** and proceed swiftly into **Stage 2 Arrest the Decline** to stabilize and restore this heritage property. We have structured our scope, schedule, and team commitments to meet this priority.

Project Name:	33 Princess – Arrest the Decline Project
Project Location:	33 Princess Winnipeg Manitoba
Client:	Church of Scientology Winnipeg
Architect:	Cibinel Architecture Ltd.
Structural Engineer	Tower Engineering
Mechanical Engineer	Tower Engineering
Electrical Engineer	Tower Engineering
Civil Engineer	Sison Blackburn Consulting Inc
Envelope Consultant	Crosier Kilgour Partners

1. Responsibilities of the Architect: (refer also to Schedule A in Appendix D)

1. Design + Documentation.
2. Cibinel will provide the complete architectural scope required for the Arrest the Decline work, including:
3. Analysis of all CSI-provided documentation.
4. Field verification and site visits
5. Full architectural design and detailing for:
6. Masonry restoration
7. Cornice replacement
8. Historic façade rehabilitation
9. Roof replacement
10. Window replacement
11. Fire escape restoration.

12. Structural coordination
13. Code compliance analysis (building code, heritage, fire, accessibility, etc.)
14. Coordination with utilities (as required)
15. Preparation of complete, coordinated Construction Documents suitable for bidding and permitting.
16. Evaluation of requests for equal during design and tender stages.
17. Preparation of addenda.
18. Review of contractor's shop drawings.
19. Response to contractor's and project manager's queries.
20. Response to architect's instructions.
21. Preparation of proposed change notices during construction; and review of Contractor's pricing.
22. Periodic on-site reviews during construction of the Structural, Mechanical and Electrical installations with summary reports.
23. Personnel time for travel to the job site is included in the fee for the visits.
24. Comment on monthly Architectural, Structural, Mechanical, Electrical and Civil progress draw requests and make recommendation with respect to payment.
25. Issuance of letters of compliance to authorities upon successful completion of project.
26. Review of Contractor-prepared close-out documentation including operating and maintenance manuals and as-built drawings.
27. Call back assistance during warranty period of one year.
28. Compliance with City of Winnipeg Heritage Building Standards
29. Coordination with third-party Heritage Consultant retained by CSI.
30. Preservation and restoration of all character-defining elements
31. Complete integration of Structural, Mechanical, Electrical, Civil, and Envelope scopes
32. Unified model and drawing coordination.
33. Lead communication between Owner, PM, consultants, and authorities.
34. Preparation of development and building permit documents
35. Submission of application forms
36. Response to all comments until permit issuance (per RFP requirements)
37. Heritage Permit submission to the City of Winnipeg
38. Implement a formal QA/QC review process.
39. Conduct multi-disciplinary coordination checks.
40. Validate clarity and completeness of drawings and specifications.
41. Assist the owner in filling out the required permit applications and forms. CSI's Project Manager to submit permit package(s) on behalf of owner with their authorization.

2. Deliverables:

As outlined in the RFP, the final deliverables include the complete, permit-ready construction documents and specifications required to arrest the decline of the property at 33 Princess Street. For the Architectural, Structural, Mechanical, Electrical, Civil and Envelope disciplines, the following deliverables apply:

1. **All deliverables noted in Tower's Fee Proposal dated April 7, 2026, for the Structural, Mechanical and Electrical are included under our Prime Contract.**
2. **Complete architectural drawings** covering all exterior, interior, envelope, components of the project.
3. **Full architectural specifications** coordinated with all consultant disciplines.
4. **Integration of all sub-consultant inputs** (heritage, building envelope, surveys, etc.) into a unified architectural package.
5. **Site verification and documentation of existing conditions**, incorporated into the architectural drawings.
6. **Responses to permitting authority comments** for all architectural issues until approval is achieved.
7. **Architectural code compliance**, including building code, egress, fire-safety, heritage guidelines, and accessibility.
8. **Coordination with utility providers** as required for project.
9. **Issued-for-Construction Documents** packages for each stage of the project noted above will be produced, suitable for permit applications and tendering to contractors.

10. **Building Envelope Consultation** – will provide specialized expertise to ensure that all components separating the interior and exterior of a building perform effectively, efficiently, and durably. Review of all details on the Window replacement scope of the project.
11. **Civil Engineering** - • Stormwater management and new site land drainage sewer service design as required to meet City of Winnipeg drainage and Clause 8 Environment Act requirements. Preparation of construction drawings, specifications, and details.

3. Project Schedule:

Recognizing CSI's priority to initiate the Arrest the Decline work as quickly as possible, Cibinel will follow **Tower's Project Management Team comprehensive preliminary project schedule**. This schedule forms the foundation of our fee proposal for the Architectural, Structural, Mechanical, Electrical, Civil and Envelope components of the project and is provided in **Appendix D of the Tower submission dated April 7, 2026**. In summary:

SCOPE	START	END	DURATION
STAGE 1A	Fri, May 1, 26	Fri, Oct 30, 26	6 MONTHS
DESIGN (SD & DD)	Fri, May 1, 26	Fri, May 15, 26	0.5 MONTHS
CONSTRUCTION DOCUMENTS (CD)	Mon, May 18, 26	Mon, Jun 8, 26	0.7 MONTHS
TENDER (T)	Mon, Jun 8, 26	Mon, Jun 22, 26	0.5 MONTHS
CONSTRUCTION ADMINISTRATION (CA)	Mon, Jun 22, 26	Fri, Oct 30, 26	4.3 MONTHS
STAGE 1B	Mon, Jun 1, 26	Fri, Nov 6, 26	5.2 MONTHS
DESIGN (SD & DD)	Mon, Jun 1, 26	Mon, Jun 15, 26	0.5 MONTHS
CONSTRUCTION DOCUMENTS (CD)	Mon, Jun 15, 26	Mon, Jun 29, 26	0.5 MONTHS
TENDER (T)	Mon, Jun 29, 26	Mon, Aug 3, 26	1.2 MONTHS
CONSTRUCTION ADMINISTRATION (CA)	Mon, Aug 3, 26	Fri, Nov 6, 26	3.1 MONTHS
STAGE 2	Mon, Jun 8, 26	Sun, Dec 20, 26	6.4 MONTHS
SCHEMATIC DESIGN (SD)	Mon, Jun 8, 26	Mon, Jun 22, 26	0.5 MONTHS
DESIGN DEVELOPMENT (DD)	Mon, Jun 22, 26	Fri, Sep 4, 26	2.4 MONTHS
CONSTRUCTION DOCUMENTS (CD)	Fri, Sep 4, 26	Mon, Nov 2, 26	1.9 MONTHS
TENDER (T)	Mon, Nov 2, 26	Sun, Dec 20, 26	1.8 MONTHS

4. Responsibilities of the Client:

1. Coordinate with Project Manager retained on the project as required.
2. Comply with the Zoning and Planning requirements of the City of Winnipeg
3. Timely engagement of Project Manager and of General Contractors for Stage 1A, 1B and 2.
4. As defined in **Owner's Responsibilities** of contract with Cibinel Architecture Ltd.

5. Fee:

Based on the project scope, and the current preliminary schedule, Cibinel will perform the work for a **fixed fee** in the amount of **\$752,869.00 (US Dollars - excluding reimbursables)** + applicable taxes.

Work will commence upon receipt of a retainer fee of **\$376,434.50 USD** (50% of the total Consultant fee), and Consultant fees will be invoiced as in the **Payment Schedule**.

Allocation of Consultant fees to the project stages is as follows:**STAGE #1A**

Discipline	Fee (USD)
Architectural	\$66,200
Structural	\$76,250
Mechanical	\$13,750
Electrical	\$11,250
TOTAL – STAGE #1A	\$167,450

STAGE #1B

Discipline	Fee (USD)
Architectural	\$66,200
Structural	\$76,250
Mechanical	\$13,750
Electrical	\$11,250
TOTAL – STAGE #1B	\$167,450

STAGE #2

Discipline	Fee (USD)
Architectural	\$286,719
Structural	\$82,250
Mechanical	\$19,250
Electrical	\$15,750
Civil	\$9,000
Envelope Consultant	\$5,000
TOTAL – STAGE #2	\$417,969

OVERALL PROJECT FEE **\$752,869.00**

Reimbursables

A not-to-exceed cap amount of **\$10,000.00 USD** should be allocated for miscellaneous reimbursables for Cibinel's team, covering items such as courier, parking, mileage, etc. in addition to Cibinel's fixed fee amount noted above.

6. Payment Schedule

The payment schedule is noted below: A retainer of **\$376,434.50 USD** is paid at the beginning of the project. The remaining amount is paid at 50% and 100% of each stage as shown below:

STAGE #1A	Retainer Payment	Payments at 50% Complete	Payments at 100% Complete
Schematic Design	\$16,371.50	\$8,185.75	\$8,185.75
Design Development	\$15,121.00	\$7,560.50	\$7,560.50
Construction Documents	\$28,616.00	\$14,308.00	\$14,308.00
Tender and Permits	\$3,373.75	\$1,686.88	\$1,686.88
Construction Administration	\$20,242.50	\$10,121.25	\$10,121.25
TOTAL – STAGE #1A	\$83,724.75	\$41,862.38	\$41,862.38
STAGE #1B			
Schematic Design	\$16,371.50	\$8,185.75	\$8,185.75
Design Development	\$15,121.00	\$7,560.50	\$7,560.50
Construction Documents	\$28,616.00	\$14,308.00	\$14,308.00
Tender and Permits	\$3,373.75	\$1,686.88	\$1,686.88
Construction Administration	\$20,242.50	\$10,121.25	\$10,121.25
TOTAL – STAGE #1B	\$83,724.75	\$41,862.38	\$41,862.38
STAGE #2			
Schematic Design	\$45,282.50	\$22,641.25	\$22,641.25
Design Development	\$45,533.00	\$22,766.50	\$22,766.50
Construction Documents	\$103,742.00	\$51,871.00	\$51,871.00
Tender and Permits	\$14,427.50	\$7,213.75	\$7,213.75
TOTAL – STAGE #2	\$208,985.00	\$104,492.50	\$104,492.50
TOTALS	\$376,434.50	\$188,217.25	\$188,217.25

For reference, current hourly rates for Cibinel staff would be as follows (*In US Dollars*). No additional expenses will be incurred without prior written authorization from the CSI Finance Office:

- | | |
|------------------------------|---------------|
| 1. Principal | \$210.00/Hour |
| 2. Project Architect/Manager | \$175.00/hour |
| 3. CAD/Jr. Tech. Designer | \$135.00/hour |

7. Payment Terms:

1. Cibinel will invoice CSI per the **Payment Schedule**, at the billing address above, based on the progress of the work.
2. Interest is calculated at Bank of Canada Prime Lending Rate plus 5% on payments outstanding beyond 60 days.
3. Tower Engineering Group Limited Partnership - Terms and Conditions for Consulting Engineering Services as per their proposal dated April 7, 2026, will be carried out through the prime architect's contract.

8. Fee Exclusions:

- .1 Add to Reimbursables:
 - .1 cost plus 10%
 - .2 Travel will be invoiced at \$0.60 USD per kilometer.
- .2 Other:
 - .1 City of Winnipeg Permit fees and charges
 - .2 Travel beyond Winnipeg
 - .3 Printing of tender documents for contractors
 - .4 Full-time contract administration and construction management.
 - .5 Operation and maintenance cost studies.

9. Contingency (held by CSI)

- .1 **Unforeseen Conditions** - Where, through no fault of the Consultant, unforeseen conditions arise, impacting the critical path duration, such conditions may necessitate additional services beyond the currently projected end date of the Stage 2 Tender Period. Should any of these conditions arise, Cibinel will notify CSI in writing identifying the issue and providing an assessment of the potential scope and cost impact associated with the additional services required. Any such services would proceed only upon written authorization from CSI. Potential impacts to the project critical path:

- Construction sequencing or management issues under the control of the contractor
- CSI's approval, direction, or response times
- Unforeseen conditions encountered in the existing building
- Changes, requests, or additional directions from the Client
- The City of Winnipeg Permit review or approval times exceeding standard periods
- Delays in approvals or decisions required from the Client
- Requests or requirements from Authorities Having Jurisdiction
- Redesign for the acceptance of alternates and equivalent systems and materials necessary to keep the project on schedule or reduce costs.

Given the number of variables that may affect the critical path for this project, it is recommended that CSI carry a minimum contingency for work beyond the project duration identified. CSI should allow for consultant fees of **\$9,850.00 USD per week for 17 weeks**, for a potential cost of **\$167,450.00 USD**.

This weekly rate includes:

- **Architectural: \$5,950 per week**
- **Structural: \$2,735 per week**
- **Mechanical: \$640 per week**
- **Electrical: \$525 per week**

1. **Cibinel Supply Chain Restrictions & Price Escalation** –CSI should allow for an additional **ten percent** of the Cibinel Architectural Fees (**\$419,120.00**) to account for possible coordination and redesign of systems, for review of alternates and equivalent systems and materials necessary to keep the project on schedule, and/or reduce costs. Based on our fee, the recommended percentage works out to **\$41,912.00 USD**.

2. **Cibinel Subconsultant Costs** for the Structural, Mechanical and Electrical scopes.

- i. **Supply Chain Restrictions & Price Escalation – \$31,975.00**

3. **Other Costs**

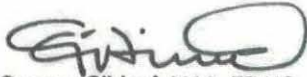
- i. **Rental of Lift for Façade Reviews** – CSI should carry a budget fee amount of **\$10,250.00 USD per week** for a total budget fee of **\$61,500.00 USD** as a potential cost.
- ii. **Geotechnical Consultant** – CSI should carry a minimum for Geotechnical of **\$25,000.00 USD as a potential cost.**
- iii. **Materials Testing** – CSI should carry a minimum specialty materials testing a minimum of **\$50,000.00 USD** as a potential cost.

We recognize the cultural, architectural, and community significance of the 33 Princess Street building, and we are honored to support its renewal. Cibinel Architecture and their team is committed to preserving the integrity of this heritage landmark while ensuring it is stabilized, restored, and prepared for its next chapter. We look forward to working closely with CSI to advance this meaningful effort with respect, diligence, and technical excellence.

Acceptance – This proposal is valid for **14 days** from date of issue, in accordance with CSI's Proposal Submission Checklist. Upon acceptance of this proposal, we ask you to please sign and date in the appropriate location below and email back a scanned copy for our records.

We appreciate your consideration of our proposal and welcome the chance to move forward together on this important project.

Sincerely,



George Cibinel, MAA, FRAIC
President, Cibinel Architecture Ltd.

Approved By:



CSI Accounts Officer



Vacant Building Inspection Invoice

To CHURCH OF SCIENTOLOGY OF WINNIPEG INC.
315 Garry ST
Winnipeg, MB R3B 2G7

May 25, 2026

Re: 33 Princess ST
Winnipeg MB
See Comments for long legal description

Invoice Date:
May 25, 2026

Invoice Number:
26 132558

REFERENCE	DESCRIPTION	FEES
New Charges		
26 132558	Schedule A Inspection Fee – Not Compliant	\$1,725.00
26 132558	Schedule A Escalator Fee – Not Compliant (2 × 1025.00)	\$2,050.00
Outstanding Balance (see next page for details)		\$0.00
TOTAL PAYABLE UPON RECEIPT		\$3,775.00

As of the date of this invoice, the following orders remain outstanding - Order Number(s): 2031599, 2261111, 2488599

Payment options: cash, cheque, debit, credit card.

The City of Winnipeg
Licensing & Bylaw Enforcement
Main Floor, 395 Main Street, Winnipeg, MB, R3B 3N8
Hours: Monday – Friday 8:30 a.m. to 4:00 p.m.

If you have questions about this invoice or the vacant building inspection, please contact the Licensing & Bylaw Enforcement, James Louangamath, at 204-470-7980.

Licensing & Bylaw Enforcement
Main Floor, 395 Main Street, Winnipeg, Manitoba R3B 3N8
Permis et exécution des règlements
395, rue Main, rez-de-chaussée, Winnipeg (Manitoba) R3B 3N8

T. | Tél. : 204-986-2234
F. | Fax : 204-986-4094
winnipeg.ca

STATEMENT OF PREVIOUS VACANT BUILDING INVOICE(S)

REFERENCE	DESCRIPTION	STATUS / BALANCE
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TOTAL OUTSTANDING BALANCE	\$0.00
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IMPORTANT INFORMATION

1. ANNUAL SCHEDULE A INSPECTIONS

- Pursuant to Division 4 Section 15(2) of the Vacant Buildings By-law 79/2010, all vacant buildings are required to be inspected annually. The Vacant Buildings By-law also allows for the City of Winnipeg to charge an inspection fee.
- Failure to pay the invoiced amount on or before **June 25, 2026** may result in legal action. Such action may include: issuing a Penalty Notice, engaging the services of a collection agency, or registering a caveat on the title of the property if not paid in full.

2. REFUND INFORMATION

- Remit payment of any outstanding fees to Licensing & Bylaw Enforcement to obtain a receipt.
- Apply to the Designated Committee for a refund in whole or in part of any eligible part of a fee that has been paid.
- Refunds are only applicable towards the "New Charges" amount of the most recent invoice.
- The application for a refund, accompanied with the applicable invoice and payment receipt, must be received by the City Clerk's Department within 30 days from the date the new charges amount became payable.
- Full refund information can be found in Division 5 Section 24 of the Vacant Buildings By-law 79/2010.

3. Empty Building Fee

- Effective September 26, 2024, all vacant buildings that have been the subject of three or more "Schedule A" inspections will be assessed an annual Empty Building Fee equal to the amount of **2% of the most recent assessed value of the vacant building**

4. Fire Protection Service Fees

Vacant Buildings under enforcement of the Vacant Buildings Bylaw 79/2010 that have one or more "Schedule A" (vacant building) inspections can be subject to fire protection service fees should they experience a fire. Any questions pertaining to fire protection service fees can be directed to the Winnipeg Fire Paramedic Service.

Licensing & Bylaw Enforcement

Main Floor, 395 Main Street, Winnipeg, Manitoba R3B 3N8

Permis et exécution des règlements

395, rue Main, rez-de-chaussée, Winnipeg (Manitoba) R3B 3N8

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