



RED RIVER PLANNING DISTRICT 2017 ANNUAL REPORT



Foreword

As per the requirements of *The Planning Act*, we are pleased to provide the Board with the Annual Report for 2017.

The RRPD continues to be actively involved in positive and progressive planning and development. Significant commercial and residential development in the area is indicative of population growth, improved environmental services and increased economic wealth. Growth is guided by the Red River Planning District, Village of Dunnottar and the East St. Paul Development Plans which were adopted in 2011 and 2014 respectively.

In the un-audited Financial Statements of December 31, 2017, the RRPD's assets were \$4,151,145.78 as compared to \$3,673,537.03 in 2016. This is a result of an increase in cash funds and accounts receivables. Revenues increased by 42.9% in 2017 as compared to 2016 from \$1,540,363.02 to \$2,200,430.43. The RRPD experienced an increase in commercial building permit revenue by 102.1%, occupancy permit revenue of 129.7%, subdivision application revenue of 72.0% and variation revenue of 51.9%.

Total expenditures were \$1,713,858.96, which is an increase of 8.1% over expenditures in 2016. Significant variances occurred in the following areas: increased expenditures in the areas of Mapping Upgrades with the RRPD implementation of ESRI for 2017/2018, Development Plan, and Payroll as a result of additional plan review and inspection contract personnel and staff returning from maternity leave. Decreased expenditures occurred in the areas of Contract Work with the departure of the interim Executive Director.

Several staff changes occurred in 2017:

- Kate Moir, Community Planner, returned from maternity leave in March 2017
- Trent Wachniak joined the RRPD in June 2017 as a Development Officer
- Jessica Ferris, Community Planning Assistant resigned in September 2017
- Paul Bell joined in October 2017 as an Community Planning Assistant
- Vera Friesen, Receptionist, returned from maternity leave in November 2017

Highlights

Statistical highlights for 2017 are as follows:

- 533 Residential Permits issued
- 75 Commercial Permits issued
- 29 Development Permits issued
- 6 Land/ Shoreline Development Permits issued
- 80 Demolition Permits issued
- 37 Pool Permits issued
- 199 Residential Plumbing Permits issued
- 56 Commercial Plumbing Permits issued
- 48 Revisions to Plans
- 73 Expired Plan Reviews
- 73 Occupancy Permits issued

- 73 Sign Permits issued
- 34 Conditional Use Applications
- 17 Conditional Use/Variation/Subdivision extensions
- 1 Development Plan Amendment Application
- 11 Rezoning Applications
- 1 Secondary Plan Application
- 49 Subdivision Applications
- 97 Subdivision Lot Fees/ Extensions
- 143 Variation Applications
- 13 Combined Hearings
- 12 Zoning letters
- 35 Zoning memorandums
- 16 Work Order letters

Staffing

The Board was established in 1977 and staffed by five persons. In 2017, the RRPD employed 15 full time staff members. Prior to 1987, the Province of Manitoba provided four staff members whose responsibility was to process subdivisions, rezoning and development plan amendments. In 1987, the Board was granted subdivision-approving authority and became responsible for the administration of subdivision, development plans and zoning process.

At December 31, 2017, the RRPD employed the following staff members:

Jennifer Ferguson – Executive Director
 Cynthia Grandmont – Manager of Finance and Corporate Services
 Ryan Nickel – Manager of Development Services
 Ray Parsons – Development Officer
 Paul Prochorow – Development Officer
 Trent Wachniak – Development Officer
 Krystal Wenzoski – Development Technician
 Derek Eno – Senior Community Planner
 Pawan Gill –Community Planner
 Jennifer Lim – Community Planner
 Paul Bell – Community Planning Assistant
 Ingrid Zarichney – Community Planning Assistant
 Jane Pepper – Administrative Assistant
 Vera Friesen – Receptionist

Tasks and Service

The RRPD provides a variety of services to the public, municipal officials, government agencies, the Board and municipal staff. Other services, reflected on the financial statements, are general inquiries, violations, business license approval, inspections, Development Plan, Secondary Plan and Building and Zoning By-law administration, and independent administration of the RRPD's finances.

Building Permits Issued

There were 1,399 building permits issued in 2017. Of these permits, 153 permits were for single-family dwellings, a 9.9% decrease compared to 168 permits issued in 2016.

There were 75 permits commercial and industrial permits issued in 2017, consistent with 79 issued in 2016. A significant shift occurred from prior years of predominantly commercial renovations to larger new commercial construction in 2017.

Some of the significant commercial projects for 2017:

R.M. of St. Andrews:

- 11 Aviation Blvd. – Office Additions
- 897 Henry – Multi-Family Triplex – staff dwellings
- 6569 Highway #9 – Religious Facility

R.M. of St. Clements:

- 76024 Rd 33E – Banquet Hall

R.M. of East St. Paul:

- 3225 Henderson Hwy. – Classroom Additions
- 2665 Henderson Hwy. – Medical Office & 3 Suites
- 2600 Wenzel – Indoor Beach Volleyball Centre

City of Selkirk:

- 601 Main Street – Residential Care Facility
- 1011 Manitoba Ave. - Addition
- 917 Manitoba Ave. – Expansion & Renovations

R.M. of West St. Paul:

- 943 Kapelus – Warehouse
- 44 Poneida – Addition
- 743 Kapelus – Commercial Condo
- 817 Kapelus – Commercial Building
- 793 Kapelus – Commercial Building
- 997 Kapelus – Commercial Building
- 1087 Kapelus – Commercial Building

- 1179 Kapelus – Commercial Building
- 943 Kapelus – Commercial Building
- 853 Kapelus – Commercial Building
- 1051 Kapelus – 2 Storey Commercial Building – Unit 1
- 1051 Kapelus – 2 Storey Commercial Building – Unit 2
- 781 Kapelus – Gymnastics Club/Gym
- 1159 Kapelus – Potable Water Pump Station & Reservoir
- 1985 Grassmere – Learning & Service Facility

Further information on activity in 2017 is provided on the attached spreadsheets. This lists a complete inventory of the services provided and revenues generated by member municipality with a comparative to 2016. Indications are that 2018 will be a similar year for building permit activity.

Violations

As of the end of 2017 - 42 violations are active, with the distribution as follows:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
10	5	10	10	2	5

Details on violations are provided to the Board on a monthly basis. Based on the above, there is strong indication once again that 2017 is going to be a busy year for violations and enforcement.

Subdivisions

In 2017 the RRPD processed 49 subdivision applications:

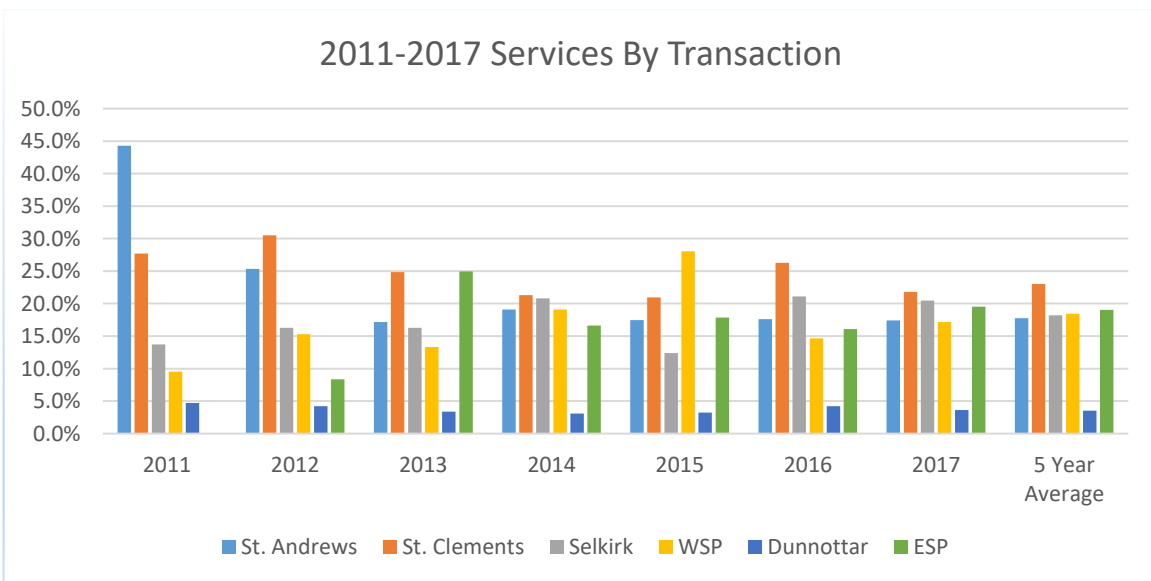
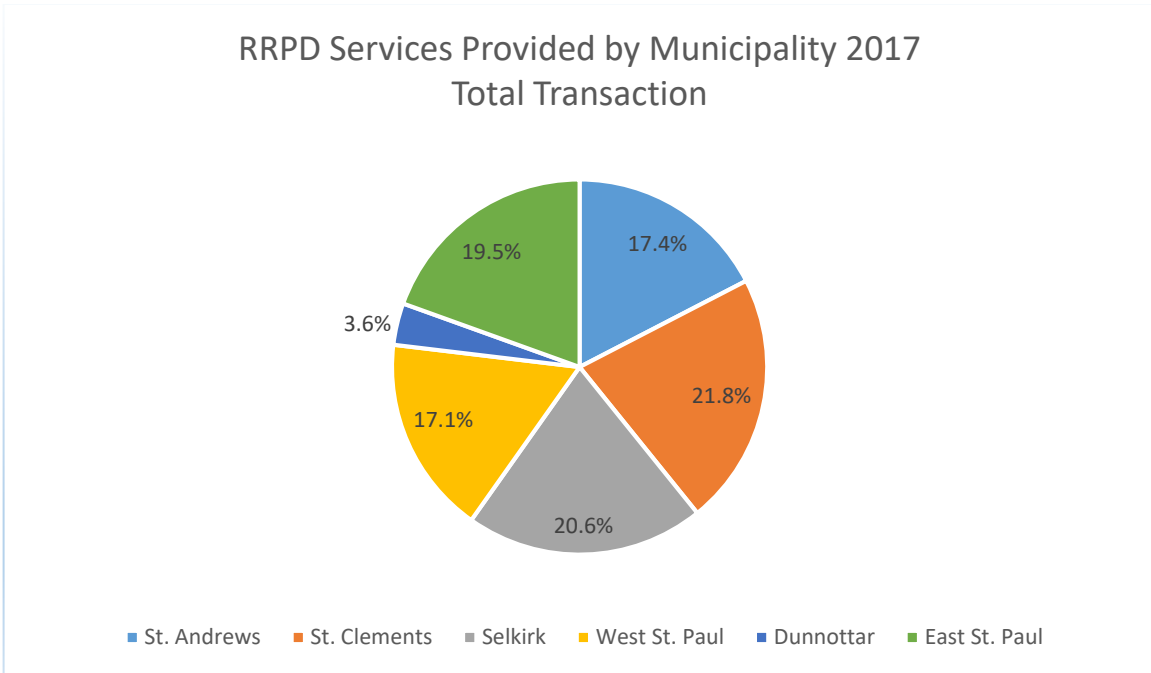
St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
14	20	3	3	0	9

In 2017 the number of new lots created in the district totaled 97:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
14	6	2	37	0	38

Transactions by Municipality

In 2017 the RRPD processed 1,802 transactions for services provided to the district. This is up from 1,723 in 2016. Municipal members are generally requiring the same level of service within about 5%, with the exception of Dunnottar.



Major Projects

In 2014, the RRPD undertook an Organizational Review in order to provide guidance on governance practice and improved operations. Through this review, twenty recommendations were brought forward to be addressed over the short and long term.

In 2015 and Operational Review was complete to look as service delivery improvements. The implementation of both of these documents neared completion in 2017. One of the principal recommendations of the 2014 Organizational Review was the undertaking of a Strategic Plan. This was completed and adopted by the Board in the spring of 2017. The Board created an adhoc committee to set forth an implementation plan. Through this a three (3) year timeline was adopted to focus on demonstrating value for service, strengthening governance practices and policy for sustainability.

Considerable change was discussed at the Board table in 2017, with a reduction to the number of Directors, the creation of an Executive Committee and the adopted multi-year budget prior to yearend all of which were implemented in 2018.

This was a reflection of the organization's commitment to continuous improvement, which also brought forward the following service delivery improvements:

1. Improved municipal collaboration through presentations to Councils and education series for administration;
2. GIS migration project;
3. Customer satisfaction survey;
4. Complaint process;
5. Stakeholder meetings;
6. Subdivision process information;
7. Subdivision application maps;
8. Status of title requirements;
9. Submission of photographic evidence;
10. Two temporary plan review staff;
11. Contract employee for commercial permit review.

Legal Issues

Several court actions and Ombudsman reviews have been completed, with the assistance of legal counsel.

Future Considerations

The following are a number of issues that the Board will consider respecting current and future budgets:

- Updating of the District Development Plan;
- Updating Zoning By-law;
- GIS migration project;

- On-going staff development for effective handling of increased workload, policy development and special study requirements, and issues management;
- Continued implementation of results of the Organizational and Operational Reviews;
- Sustainable funding policies;
- Implementation of 2017-2019 Strategic Plan;
- Implementation of 2018 Work Plan.