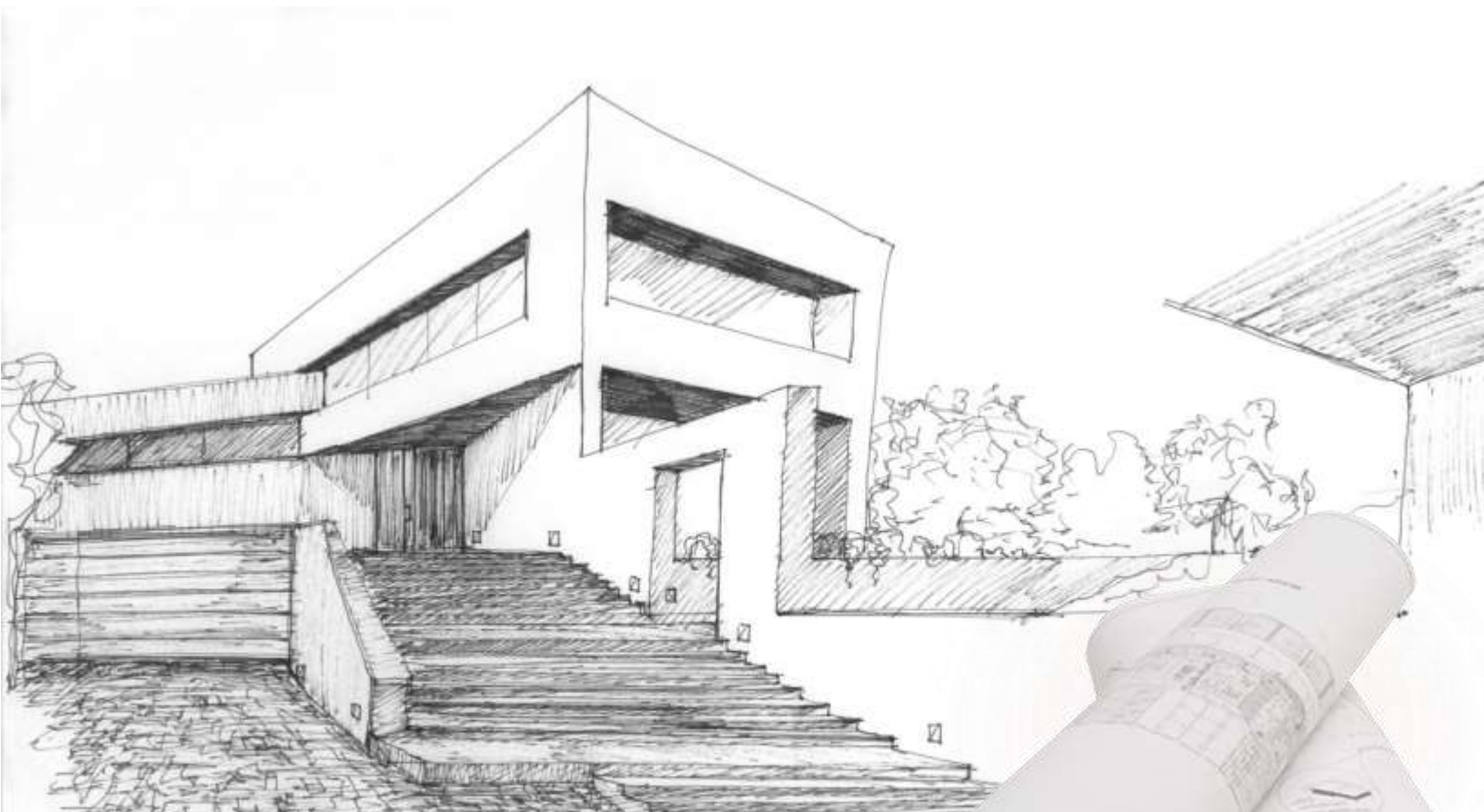




# **RED RIVER PLANNING DISTRICT**

## **2019 ANNUAL REPORT**



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## FOREWARD

As per the requirements of *The Planning Act*, we are pleased to provide the Board with the Annual Report for 2019.

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, 2019, the RRPD's assets were \$4,229,329.66 as compared to \$4,198,754.46 in 2018. This is a result of an increase in cash funds. Revenues decreased by 3.6% in 2019 as compared to 2018 from \$2,051,007.12 to \$1,976,779.24. The RRPD experienced a decrease in residential building permit revenue by 5.0% and 8.2% decrease of planning services revenue.

Total expenditures were \$1,931,531.66, which is an increase of 4.89% over expenditures in 2018. Significant variances occurred in the following areas: increased expenditures in the areas of Software & Computer Operations, Vehicle Maintenance, Staff Development and Board Expenses. Decreased expenditures occurred in the areas of Mapping, Contract Work, and Legal.

## TASKS AND SERVICES

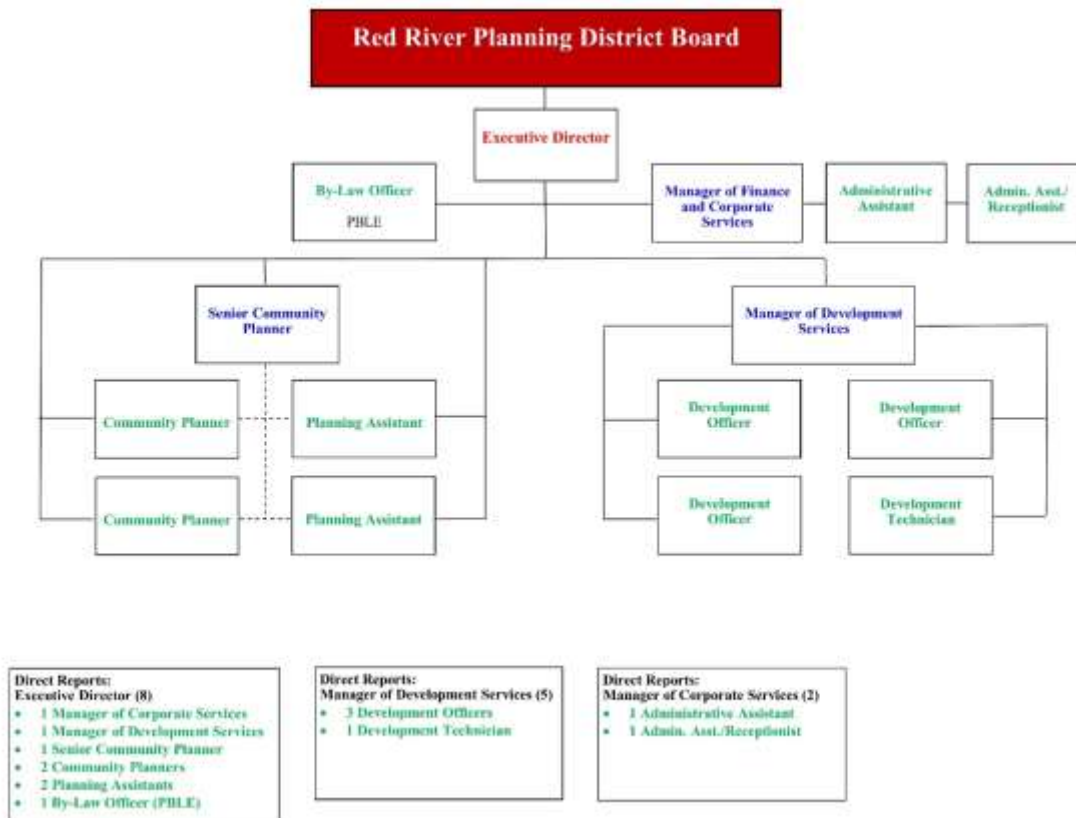
The RRPD provides a variety of services to the public, municipal officials, government agencies, the Board and municipal staff. Other services, not reflected on the financial statements, are general inquiries, violations, business license approval, inspections, Development Plan, Secondary Plan and Building and Zoning By-law administration, and independent administration of the RRPD's finances.

## STAFFING

The Board was established in 1977 and staffed by five persons. In 2019, the RRPD employed 14 full time staff members, 4 Red River Co-op summer students, 1 contract inspector and 1 contract commercial plan reviewer. 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, 2019, 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  
 Paul Bell – Community Planner  
 David Paton – Community Planning Assistant  
 Ingrid Zarichney – Community Planning Assistant  
 Jane Pepper – Administrative Assistant  
 Vera Friesen – Administrative Assistant



## DEVELOPMENT SERVICES

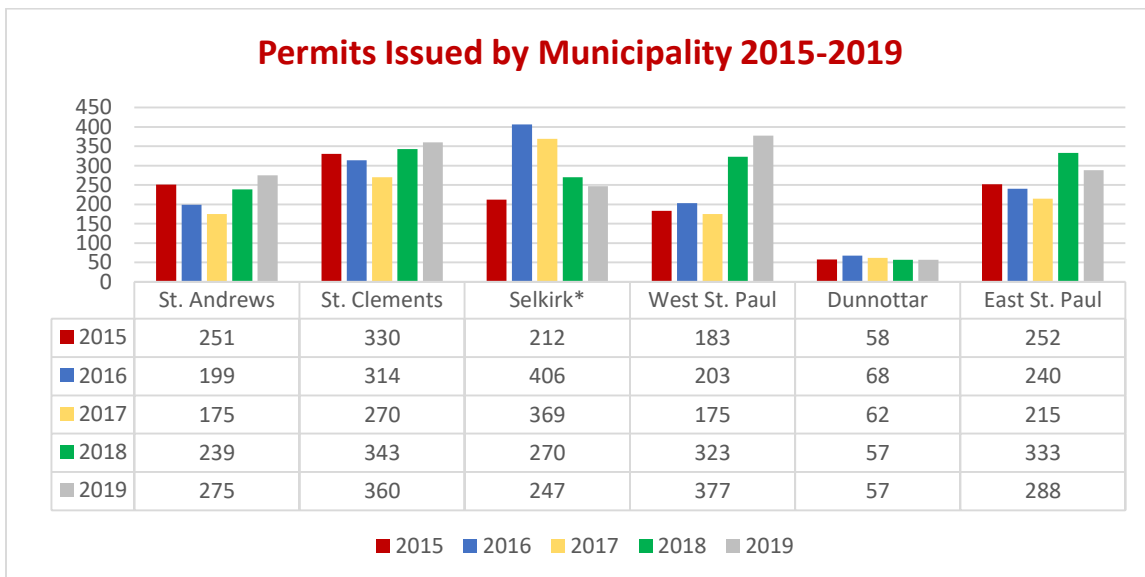
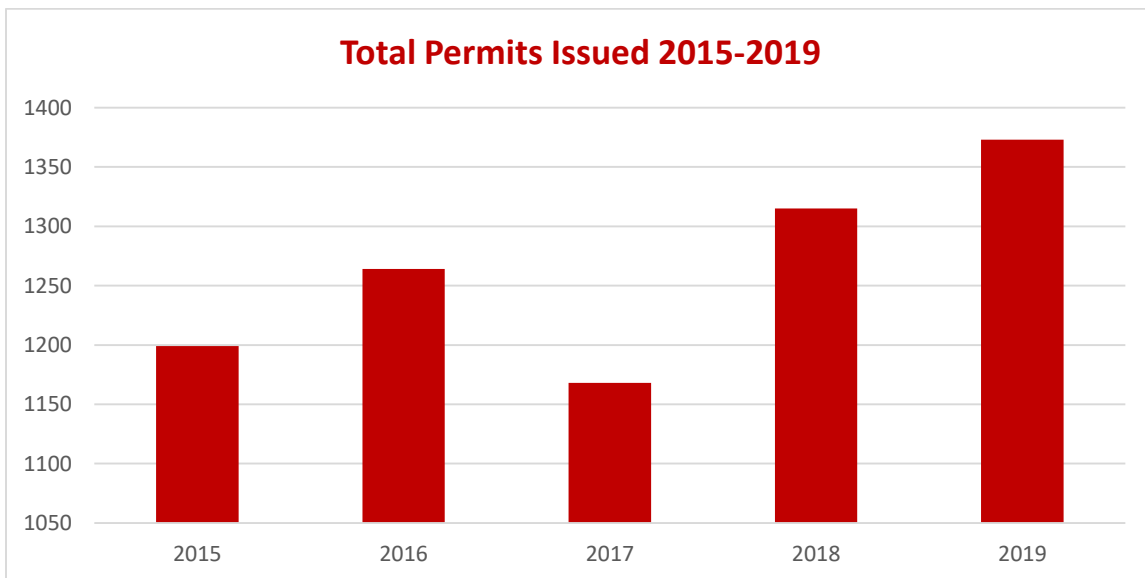
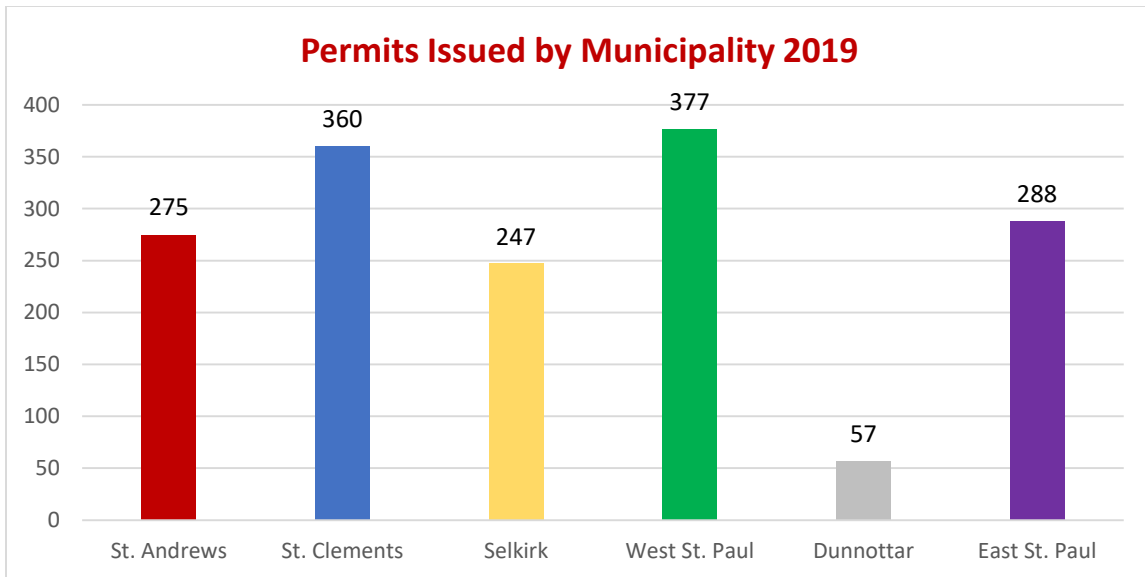
The Development Services Department is assigned the responsibility of monitoring construction and for compliance with the various Building Codes and By-laws. This monitoring is carried out by means of the permit approval process and site inspections.

The permit approval and inspection process is intended to ensure that building development meets all necessary codes and regulations, in order to promote the health, safety and well-being of current and future occupants.

### Volume of Building Permits Issued

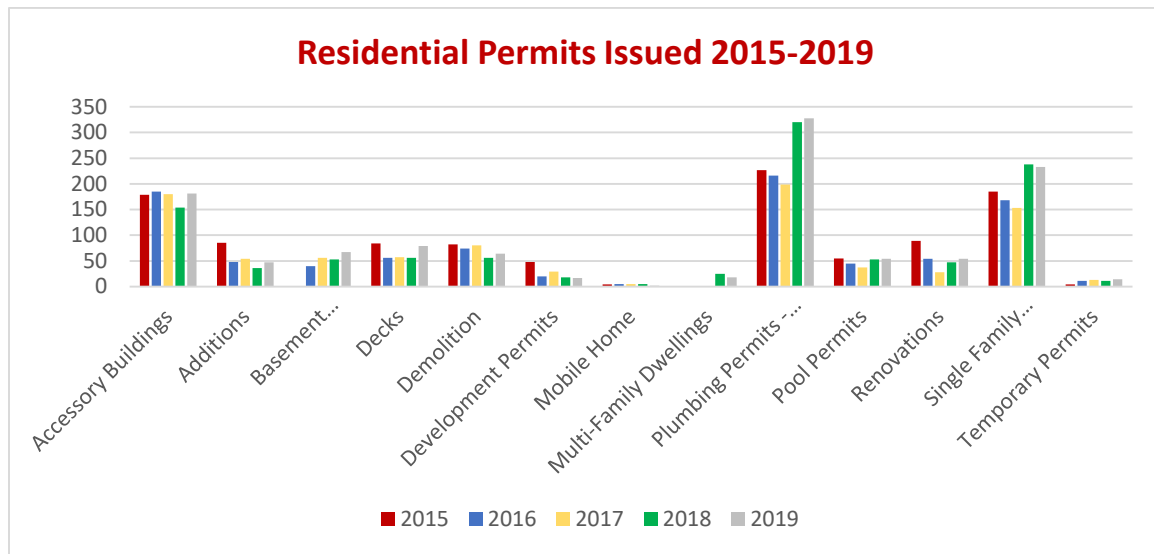
There were 1,374 building permits issued in 2019, an increase of 4.33% over 2018.

Type of Permit Issued	2019	2018	Variance	Increase/ Decrease
Accessory Buildings	181	154	27	17.53%
Additions	47	36	11	30.56%
Basement Development	67	53	14	26.42%
Commercial	70	81	(11)	-13.58%
Decks	79	56	23	41.07%
Demolition	64	56	8	14.29%
Development Permits	17	18	(1)	-5.56%
Inspection Fees	0	0	0	0.00%
Shoreline Erosion Permits	1	2	(1)	-50.00%
Mobile Home	2	5	(3)	-60.00%
Multi-Family Dwellings	18	25	(7)	-28.00%
Occupancy Permits	78	60	18	30.00%
Plumbing Permits - Residential	328	320	8	2.50%
Plumbing Permits - Commercial	29	39	(10)	-25.64%
Pool Permits	54	53	1	1.89%
Renovations	54	47	7	14.89%
Single Family Dwellings	233	238	(5)	-2.10%
Sign Permits	38	63	(25)	-39.68%
Temporary Permits	14	11	3	27.27%
TOTAL PERMITS ISSUED	1374	1317	57	4.33%

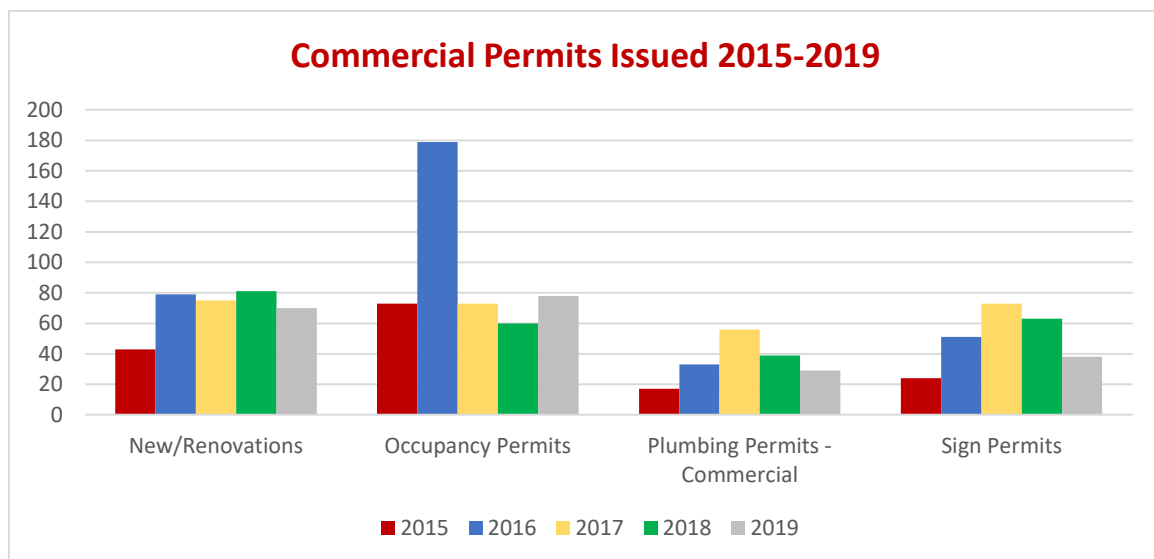


\* Anomaly - 154 Occupancy Permits issued in 2016 for 2 multi-family units

There were 1,159 residential permits issued in 2019, a 7.92% increase from 1,074 issued in 2018.



In 2019 there were 215 commercial and industrial permits issued, a 11.53% decrease from 243 issued in 2018.



\* Anomaly - 154 Occupancy Permits issued in 2016 for 2 multi-family units

Some of the significant commercial projects for 2019:

**R.M. of St. Andrews:**

- 2540 Gimli Road – Seasonal Tent Structure – Wedding Venue

**R.M. of St. Clements:**

- 2121 Henderson Hwy. – Addition & Renovations – Fire Hall

### City of Selkirk:

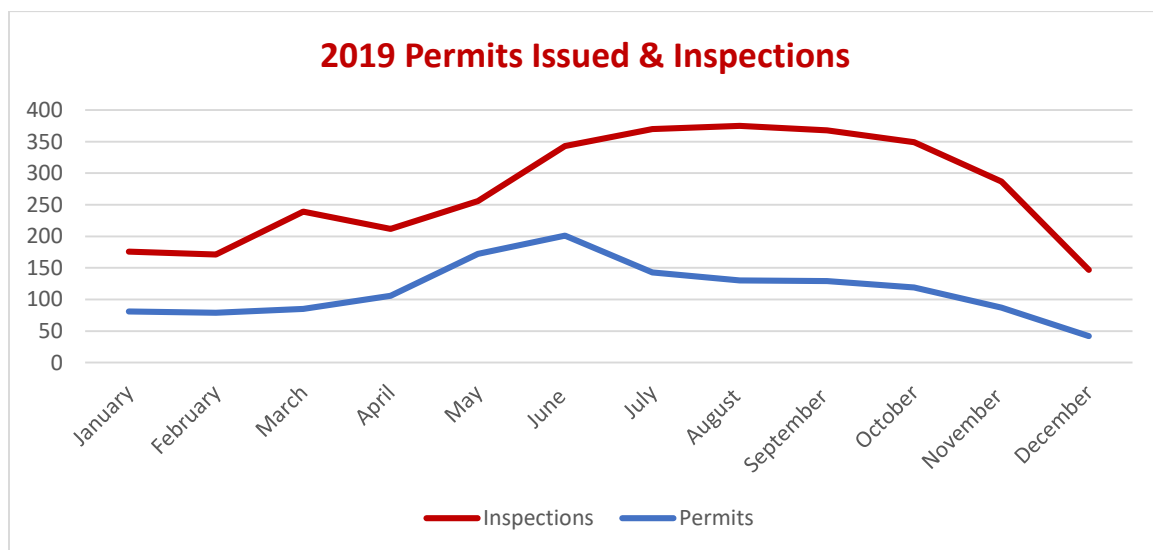
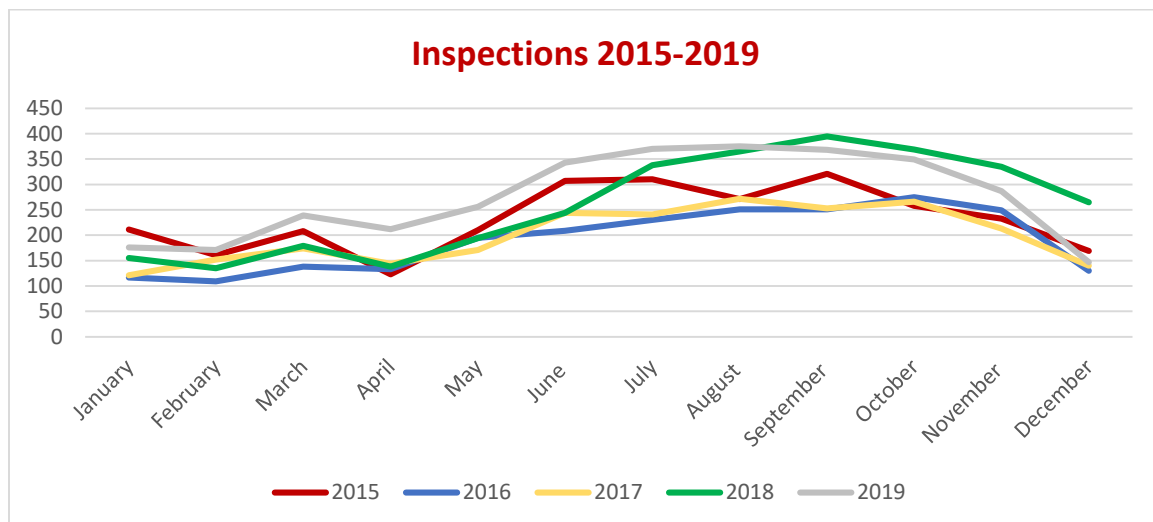
- 425 Main St. – Three Storey Mixed Use Building
- 616 Dufferin Ave. - Addition

### R.M. of West St. Paul:

- 92 Merit Cres. - Renovations
- 20 Second St. – Commercial Building & Tenant Development
- 58 Second St. – Commercial Base Building
- 835 Kapelus Dr. – Warehouse/Retail Space & Tenant Development
- Emes Rd. – Industrial Shell Building
- 345 Emes Rd. – Commercial Base Building

## Inspections

RRPD Development Officers conducted 3,293 inspections in 2019, an increase of 181 inspections or 8.1% over 2018.





## PLANNING SERVICES

The Senior Community Planner and Community Planners are primarily responsible for managing all planning applications received by the Red River Planning District, with support provided by administrative staff.

The volume of planning applications for 2019 was high, with a total of 275 applications received and managed by the RRPD. This represents an increase of 1.85% over 2018 when 270 applications were applied for.

It should also be noted that the RRPD Planning Staff undertook a review and refresh of the District Development Plan which was given second reading in November 2019.

### 2019 Council and Board Meetings Attended by Planning Staff

St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	RRPD Board	Total
13	12	13	17	1	14	18	88

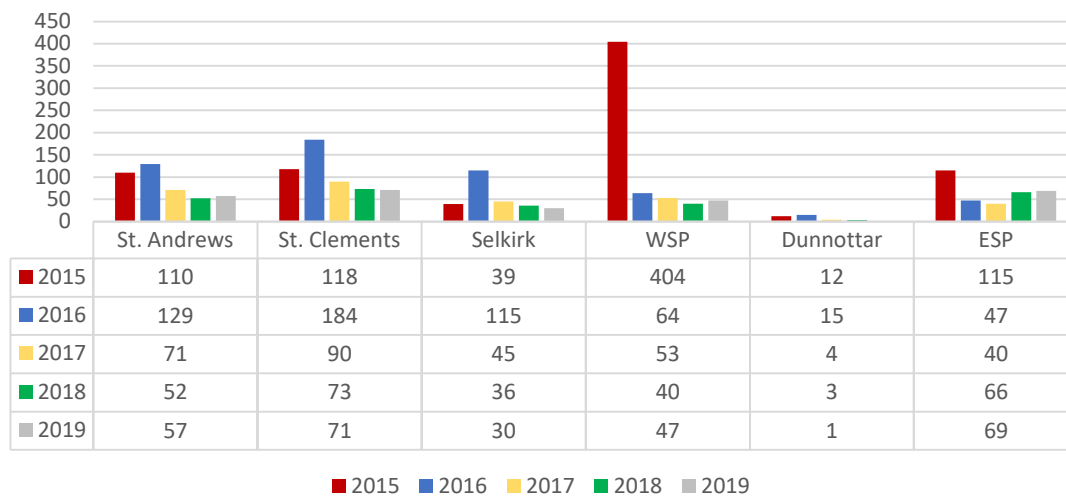
### Volume of Planning Activity

Application Type	St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
Conditional Use	5	9	1	9		4	28
CU/VO/Certificate Extensions	3	4	1	2		9	19
Rezoning Fees	1	1	1	2		2	7
Secondary Plan Amendment				1			1
Subdivision Application	7	11	1	4		5	28
Subdivision Certificates	10	13	1	1		5	30
Variations	29	33	25	26	1	41	155
Combined Hearings	2			2		3	7
<b>2019 Total</b>	<b>57</b>	<b>71</b>	<b>30</b>	<b>47</b>	<b>1</b>	<b>69</b>	<b>275</b>

In 2019 the number of new lots created in the district totaled 579:

St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
89	56	106	229		99	579

## Planning Applications Received by Municipality 2015-2019



\* Anomaly — West St. Paul 2015 – 212 Variations for large lot subdivision.

## ENFORCEMENT SERVICES

The RRPD is responsible for the enforcement of the RRPD, ESP and Village of Dunnottar Development Plans, member municipal zoning by-laws and the Manitoba Building Code.

The RRPD utilizes the services of Prairie By-Law Enforcement Ltd. and enforcement procedure and file management processes are consistent with the provisions of *The Municipal Act* and *The Planning Act*. Enforcement complaints may be filed with the RRPD by completing a Violation Complaint Form, which is available in-office and on the RRPD's website for review and investigation.

The greatest challenge with RRPD's enforcement work is our limited availability of human resource capacity (3 days/week) to carry out the work. Each enforcement file takes considerable time to properly administer, including the preparation of various correspondence, site inspections, researching past permit and development approvals, liaising with member municipalities, engaging legal counsel, communicating with property owners and monthly reporting.

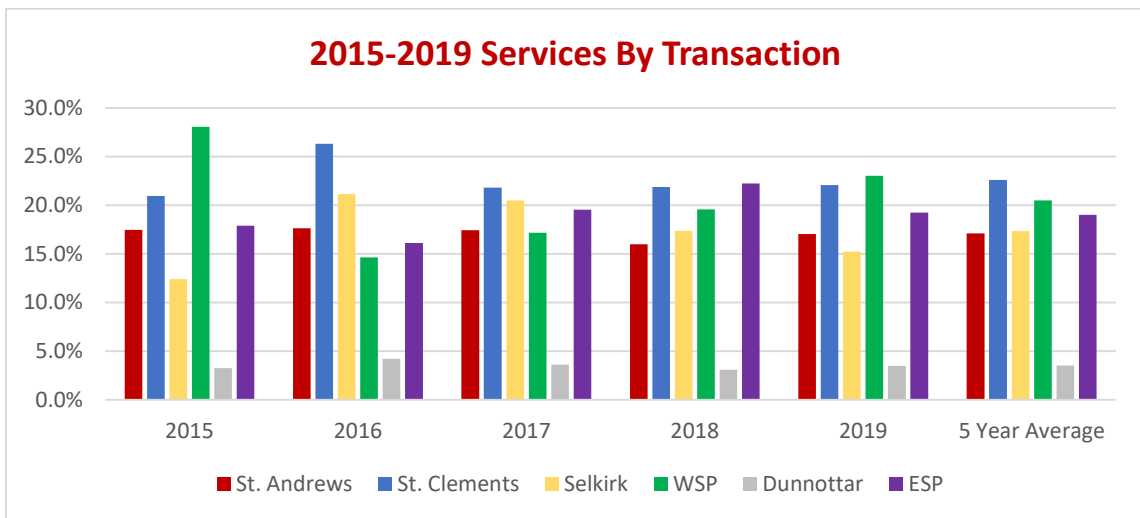
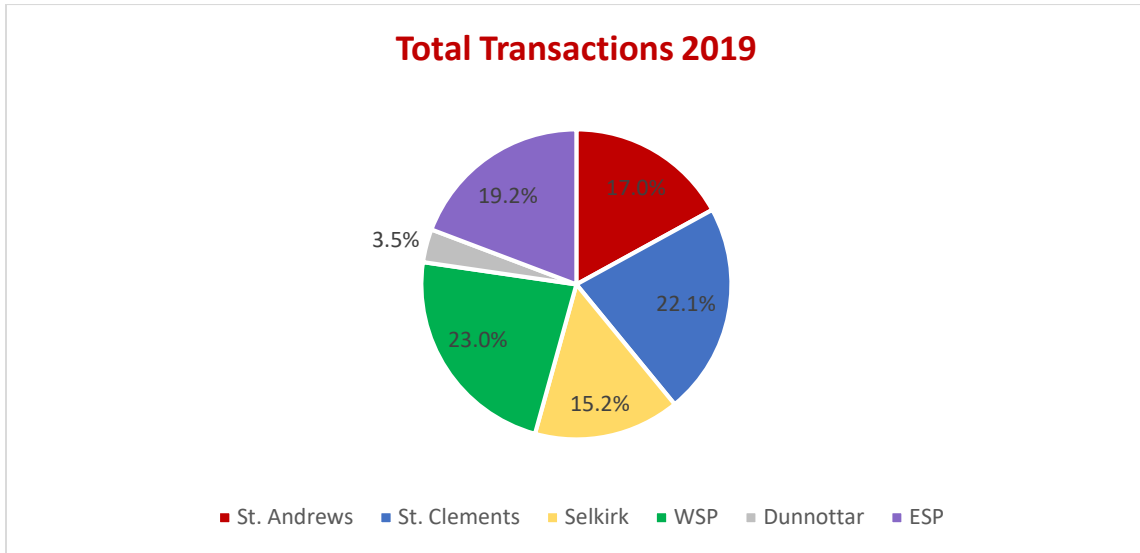
Active and rectified enforcement files during the period of January 1, 2019 to December 31, 2019:

	St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
Phase 1: Inquiry	80	75	43	27	38	66	329
Phase 2: Notice of Violation	21	15	10	8	6	14	74
Phase 3: Order to Comply	18	8	6	5	3	10	50
Phase 4: Municipal Intervention	3	0	1	0	0	2	6
Files Rectified in 2019	15	8	6	5	4	9	47

Details on violations are provided to the Board on a monthly basis. Based on the above, there is strong indication once again that 2020 is going to be a busy year for violations and enforcement.

## TRANSACTIONS BY MUNICIPALITY

In 2019 the RRPD processed 2,022 transactions for services provided to the district. This is up from 1,949 in 2018. Municipal members are generally requiring the same level of service with the exception of Dunnottar.



## OPERATIONAL OVERVIEW

In 2019 several challenges presented themselves to the organization:

1. The RRPD saw a change in leadership after the 2018 election. There was considerable turn over in some municipal councils and 50 % + change in directors appointed to the Board, including a new Board Chair.
2. The Province of Manitoba undertook a review into Planning, Zoning and Permitting, which created some uncertainty on a path forward.
3. There was a Workplace Climate Assessment and Mediated Conversation.
4. There was an overall increase in the demand for development and planning services.

In isolation these challenges could have created disturbance to the RRPD operation; however, 2019 resulted in great successes with administration delivering the following:

1. Completing thirty-one (31) of thirty-four (34) action items on the very ambitious 2019 Work Plan.
2. Well exceeding service target times on permit processing with an average processing time of nine (9) days.
3. Second reading was given to the District Development plan, which was developed by RRPD staff.
4. There were additional action items outside of the 2019 Work Plan scope, such as the re-launch of the customer satisfaction survey, in-house communication strategy, and a mediated conversation and workplace climate assessment.
5. Complaint Management showed there less than 1% of applicants who expressed concerns with their application.

## LEGAL

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

In 2019, the RRPD participated in 2 Ombudsman's investigations and received 1 FIPPA request.

## FUTURE CONSIDERATIONS

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

- Completion of the District Development Plan
- Updating six (6) Zoning By-law
- Continuation of the GIS migration project
- On-going staff development for effective handling of increased workload

- Continued Customer Service improvements through implementation of the 2020 Work Plan
- Workplace Climate Assessment Next Steps
- Comprehensive Communication Strategy
- Renewal of the RRPD Strategic Plan