



RED RIVER PLANNING DISTRICT

2020 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 2020.

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 Development Plan, which was adopted in 2020.

In the un-audited Financial Statements of December 31, 2020, the RRPD's assets were \$4,448,421.72 as compared to \$4,232,427.87 in 2019. This is a result of an increase in cash funds. Revenues increased by 10.50% in 2020 as compared to 2019 from \$1,977,638.74 to \$2,185,352.54. The RRPD experienced an increase in residential building permit revenue by 22.54% and 9.88% decrease of planning services revenue.

Total expenditures were \$1,970,139.29, which is an increase of 2.0% over expenditures in 2019. Significant variances occurred in the following areas: increased expenditures in the areas of Furniture & Equipment, Vehicle Purchase and Legal Expenses. Decreased expenditures occurred in the areas of Mapping, Vehicle Maintenance, Board Expenses and Indemnities.

The office welcomed over 5,800 customers and visitors to the RRPD in 2020 and over 82,000 incoming and outgoing phone calls. GIS public mapping on the RRPD website had just over 20,500 views.

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.

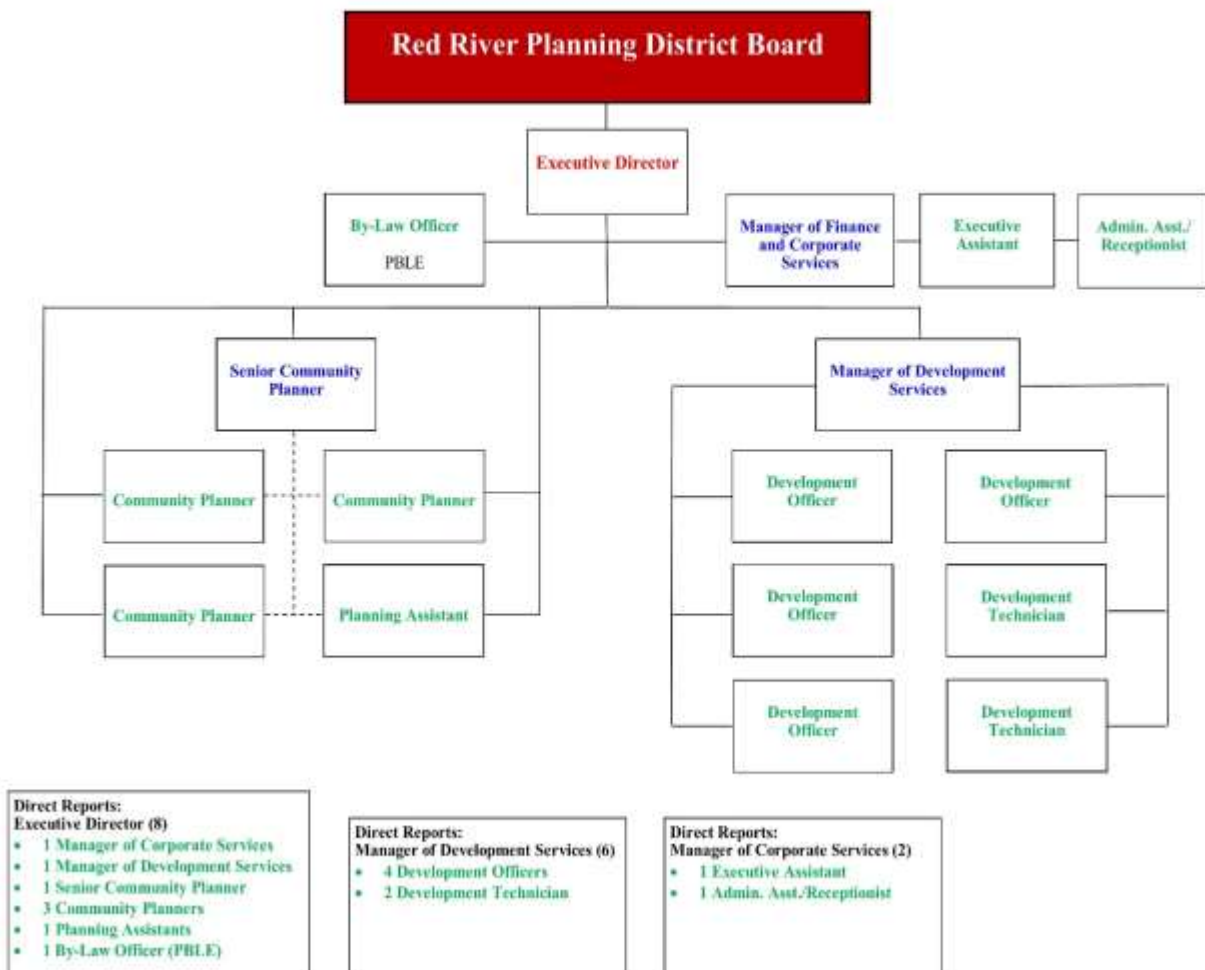
STAFFING

The Board was established in 1977 and staffed by five persons. At the end of 2020, the RRPD employed 15 full time staff members with 1 vacant Development Officer position, 2 Red River Co-op students, 1 contract residential plan reviewer 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, 2020, 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
 Marcelo Medeiros – Development Technician
 Derek Eno – Senior Community Planner
 Pawan Gill –Community Planner
 Paul Bell – Community Planner
 David Paton – Community Planner
 Ingrid Zarichney – Community Planning Assistant
 Jane Pepper – Executive Assistant
 Luanne Martin – 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

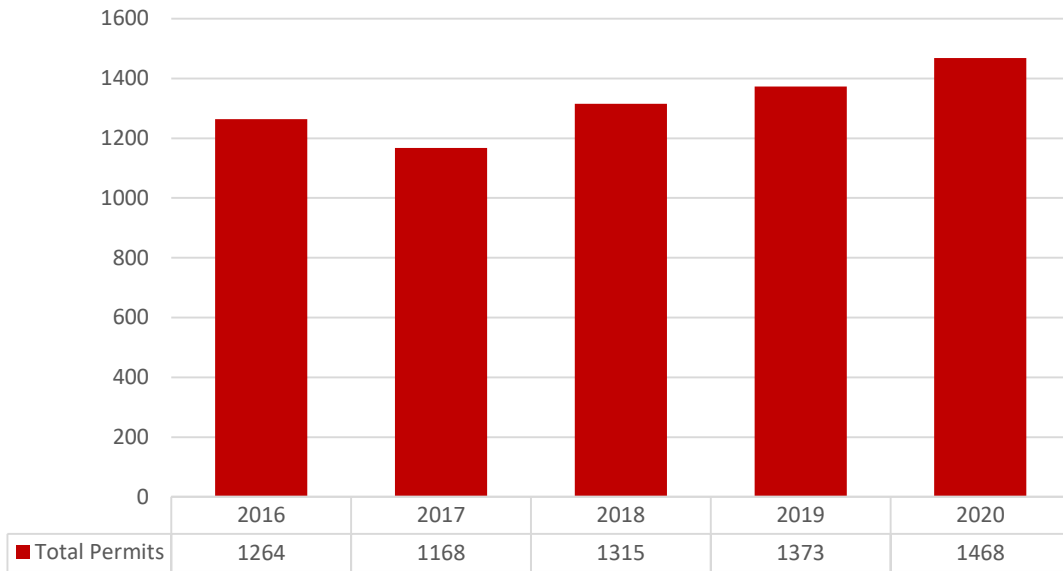
There were 1,468 building permits issued in 2020, an increase of 6.84% over 2019.

Type of Permit Issued	2020	2019	Variance	Increase/ Decrease
Accessory Buildings	153	181	(28)	-15.47%
Additions	39	47	(8)	-17.02%
Basement Development	68	67	1	1.49%
Commercial	60	70	(10)	-14.29%
Decks	73	79	(6)	-7.59%
Demolition	66	64	2	3.13%
Development Permits	29	17	12	70.59%
Inspection Fees	0	0	0	0.00%
Shoreline Erosion Permits	0	1	(1)	-100.00%
Mobile Home	0	2	(2)	-100.00%
Multi-Family Dwellings	21	18	3	16.67%
Occupancy Permits	89	78	11	14.10%
Plumbing Permits - Residential	370	328	42	12.80%
Plumbing Permits - Commercial	33	29	4	13.79%
Pool Permits	87	54	33	61.11%
Renovations	59	54	5	9.26%
Single Family Dwellings	301	233	68	29.18%
Sign Permits	19	38	(19)	-50.00%
Temporary Permits	1	14	(13)	-92.86%
TOTAL PERMITS ISSUED	1,468	1,374	94	6.84%

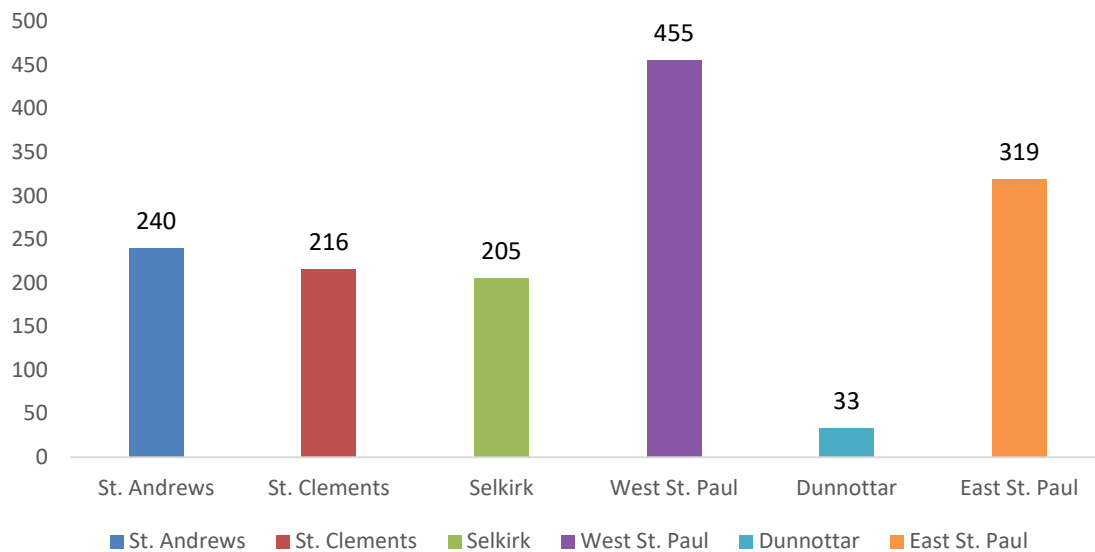
Multi-Family Dwelling Units 2020

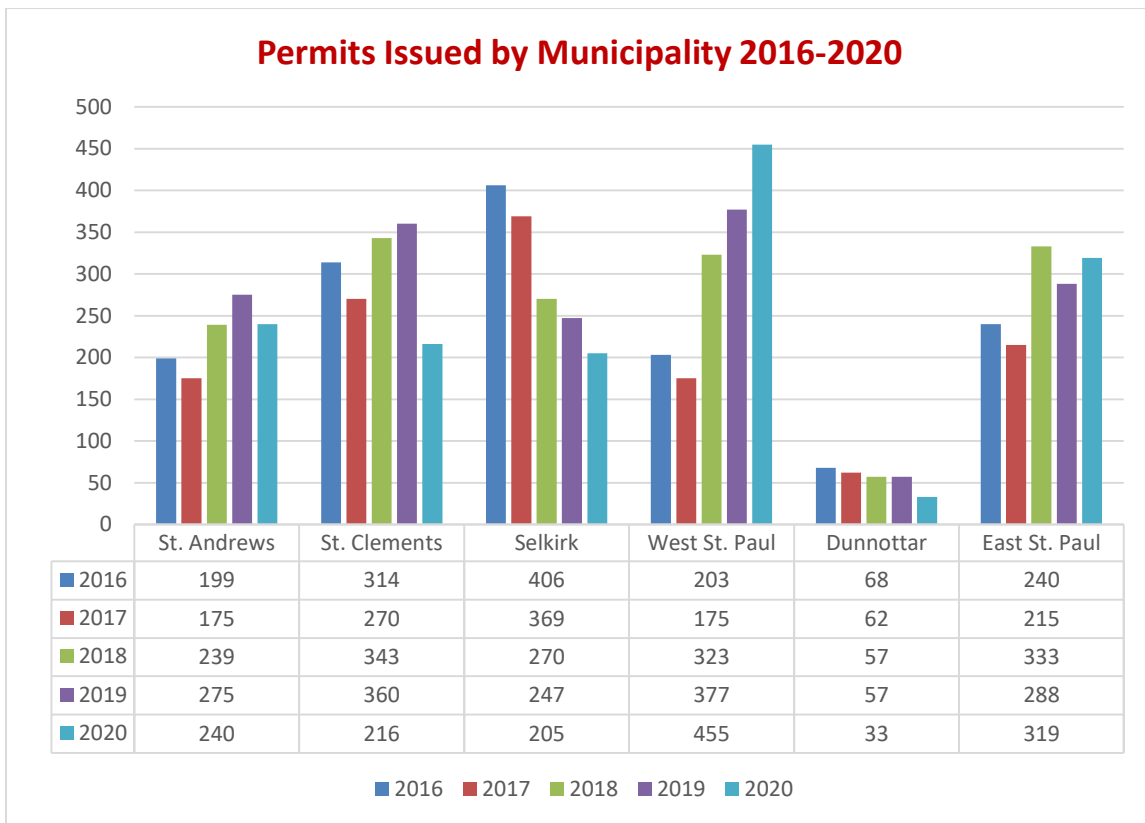
RM of East St. Paul	City of Selkirk	RM of West St. Paul
92	62	26

Total Permits Issued 2016-2020

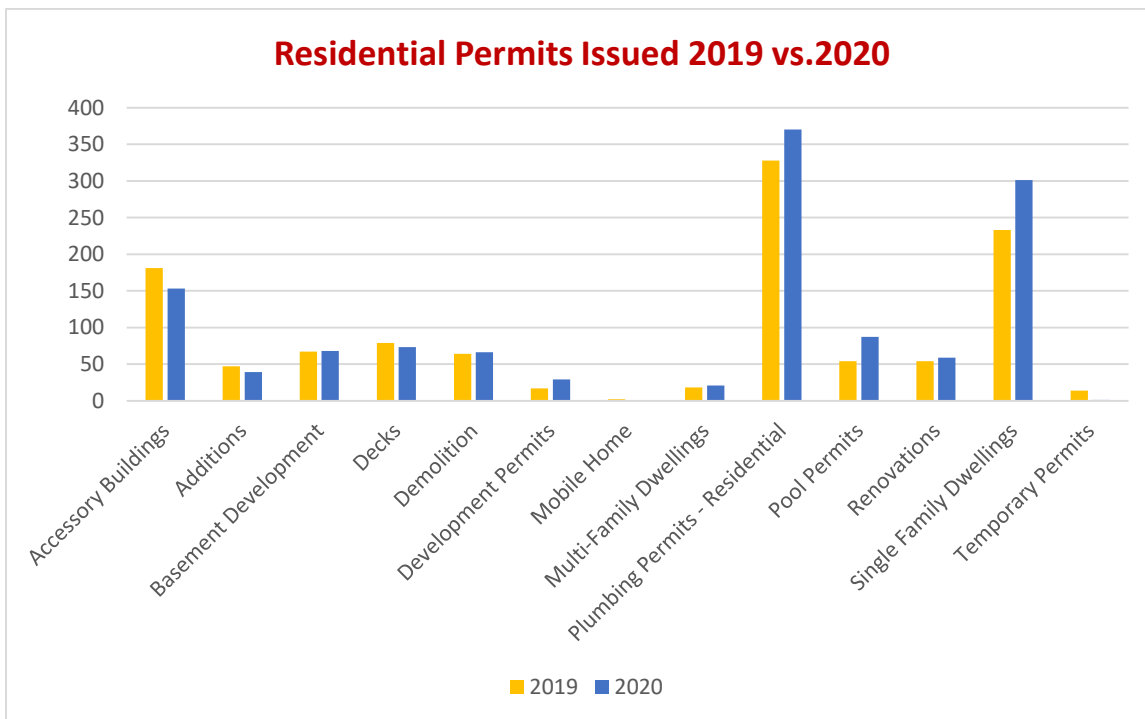


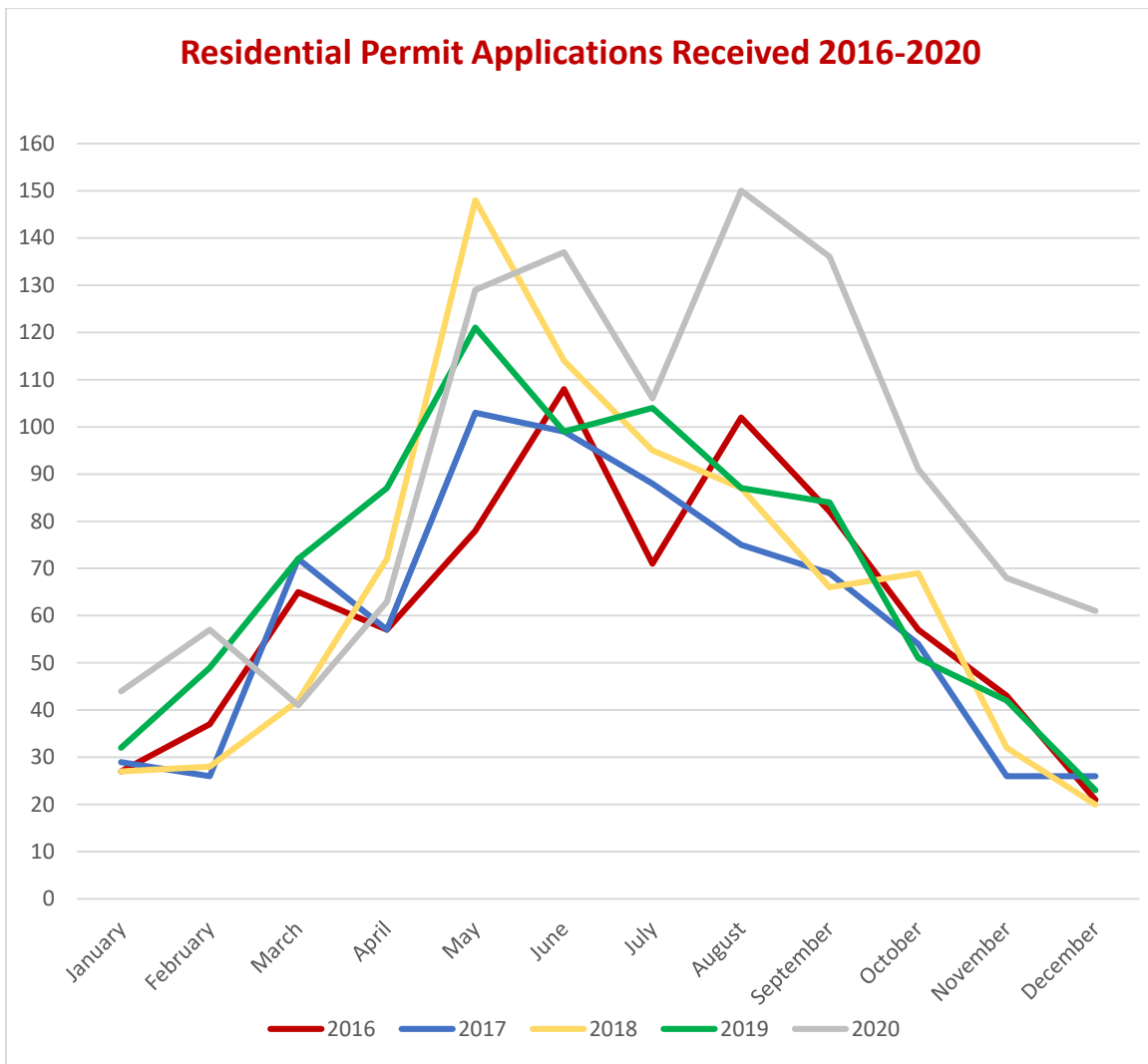
Permits Issued by Municipality 2020



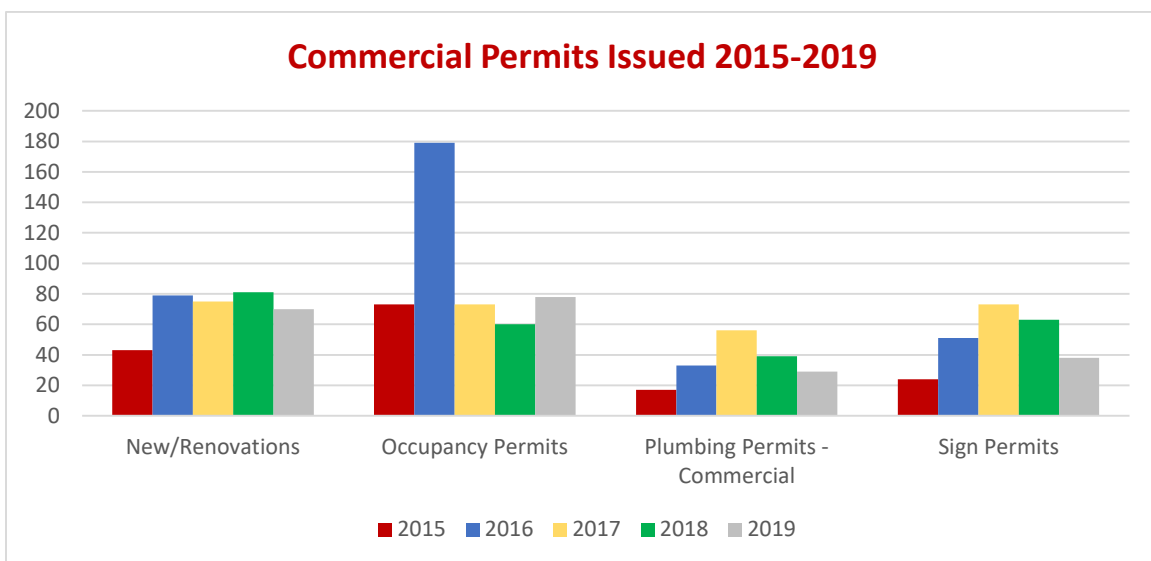


There were 1,267 residential permits issued in 2020, a 9.42% increase from 1,158 issued in 2019.





In 2020 there were 201 commercial and industrial permits issued, a 6.51% decrease from 215 issued in 2019.



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

Some of the significant commercial projects for 2020:

City of Selkirk:

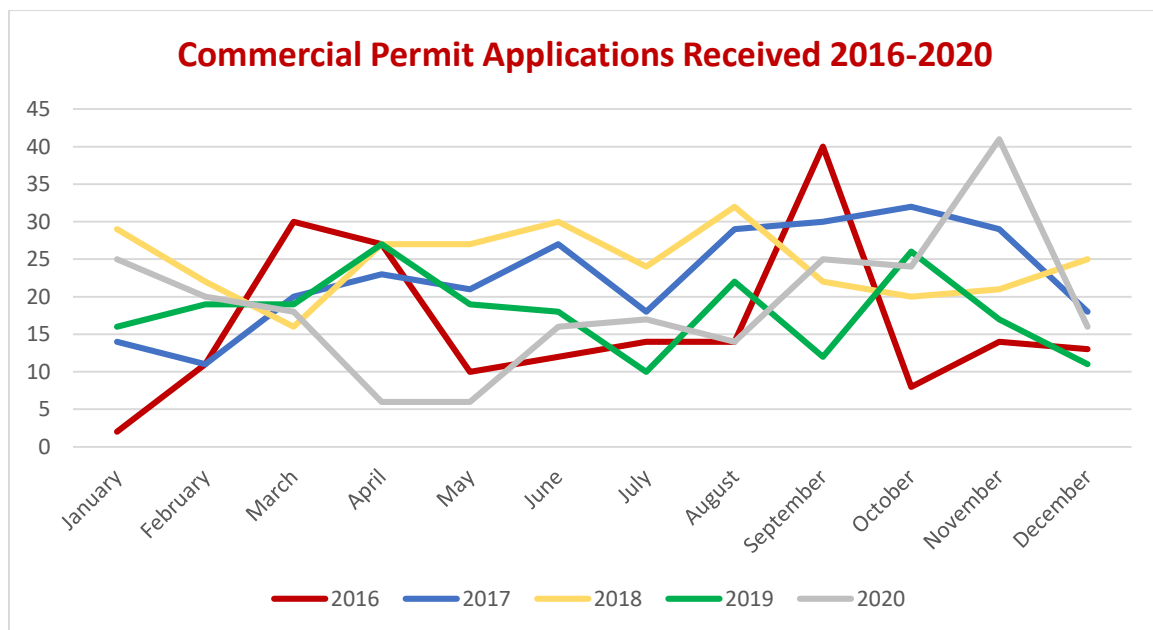
- 2001 Manitoba Ave. – Addition to existing Church
- 275 Main St. – New Car Wash Building
- 22 Main St. – New Office Building
- 100 Easton Dr. – 6 bay EMS Garage with offices

R.M. of West St. Paul:

- 1201 Grassmere Rd. – New Commercial Building
- 345 Emes Rd. – Tenant fit-up – Warehouse and Office Space
- 997 Kapelus – Tenant fit-up – Fitness Center
- 9 Third St. – 8 bay multi-tenant Building
- 925 Kapelus Dr. – Multi-tenant Shop and Office Building
- 853 Kapelus Dr. – Truck Storage Garage
- 961 Kapelus Dr. – Addition to Commercial Building
- 105 Holmes Rd. – New School Building

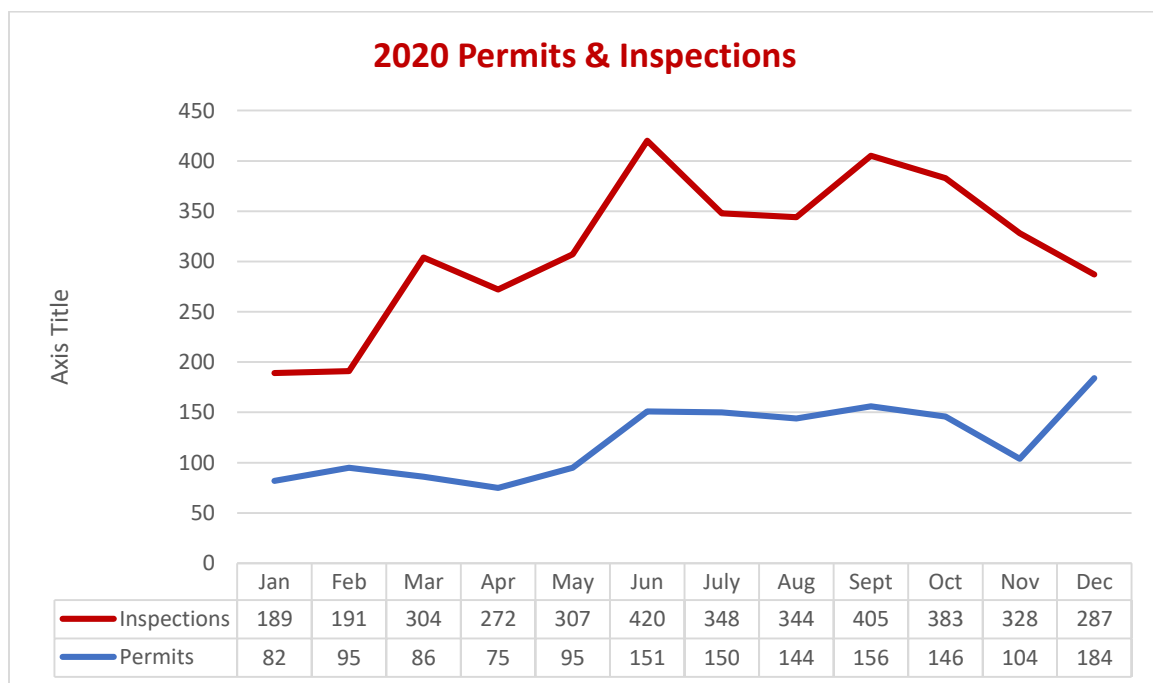
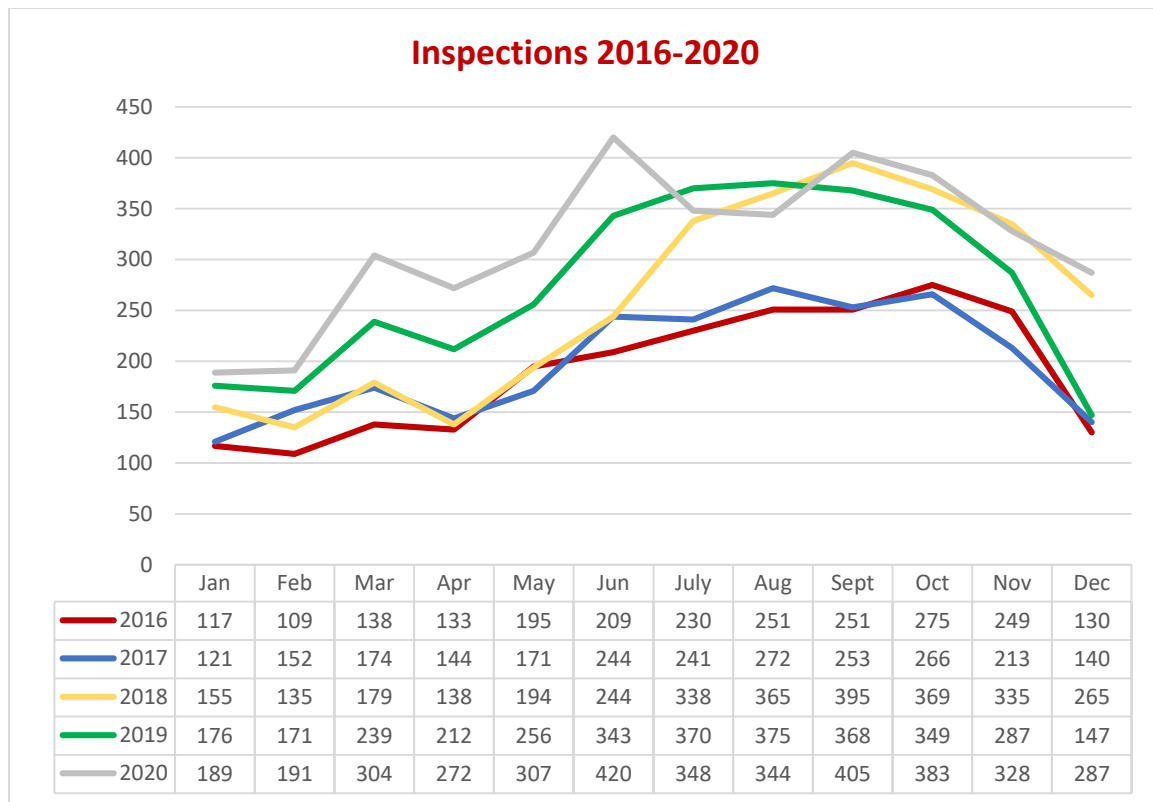
R.M. of East St. Paul:

- 1915 Hoddinott Road – 3 storey Multi-Family
- 120 Haarsma St. – Office/Storage Garage



Inspections

RRPD Development Officers conducted 3,778 inspections in 2020, an increase of 485 inspections or 14.73% over 2019.



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 2020 was high, with a total of 270 applications received and managed by the RRPD. This represents a decrease of 1.81% over 2019 when 275 applications were applied for.

It should also be noted that the RRPD Planning Staff completed the review and refresh of the District Development Plan which was given third reading in August 2020.

2020 Council and Board Meetings Attended by Planning Staff

St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	RRPD Board	Total
9	10	3	10	1	13	17	63

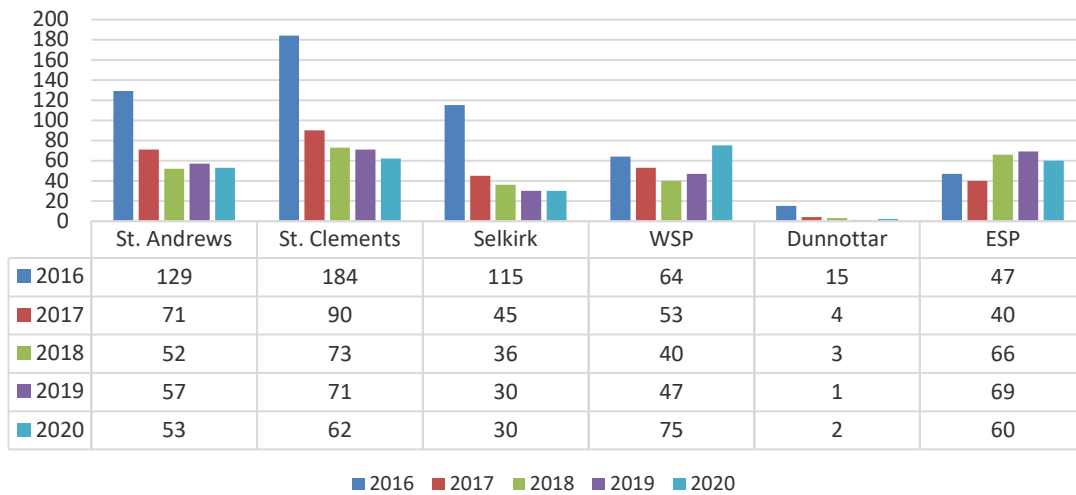
Volume of Planning Activity

Application Type	St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
Conditional Use	9	2	3	20		8	42
CU/VO/Certificate Extensions	5	2	1	3			11
Rezoning Fees				1		2	3
Secondary Plan Amendment							0
Subdivision Application	7	7	2	4		8	28
Subdivision Certificates	4	7	1	4		6	22
Variations	26	39	19	39	2	36	161
Combined Hearings	1	1		1			3
2020 Total	52	58	26	72	2	60	270

In 2020 the number of new lots created in the district totaled 429:

St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
14	24	14	363		14	429

Planning Applications Received by Municipality 2016-2020



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.

For 2021, the RRPD approved full-time by-law enforcement.

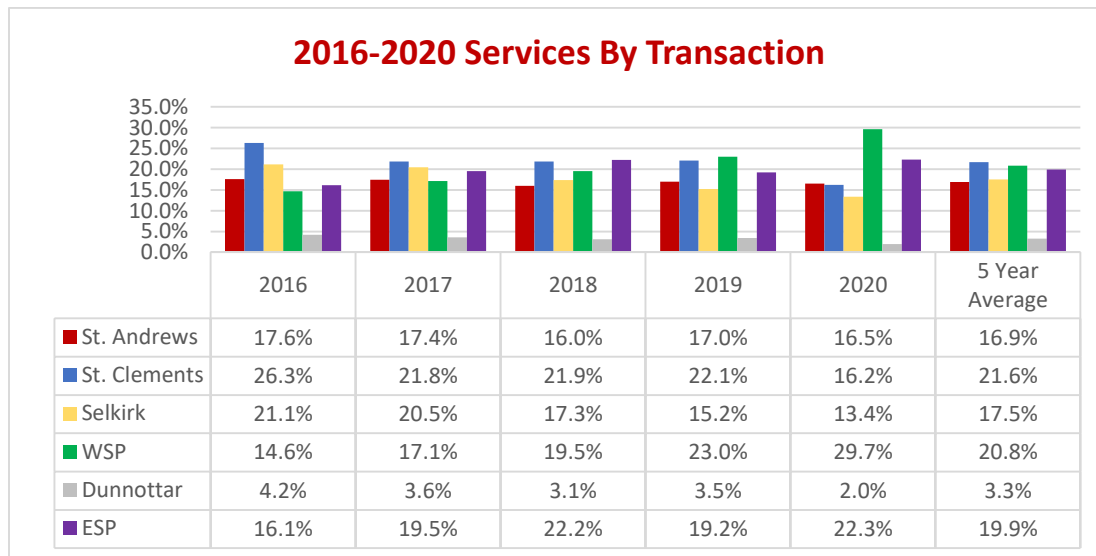
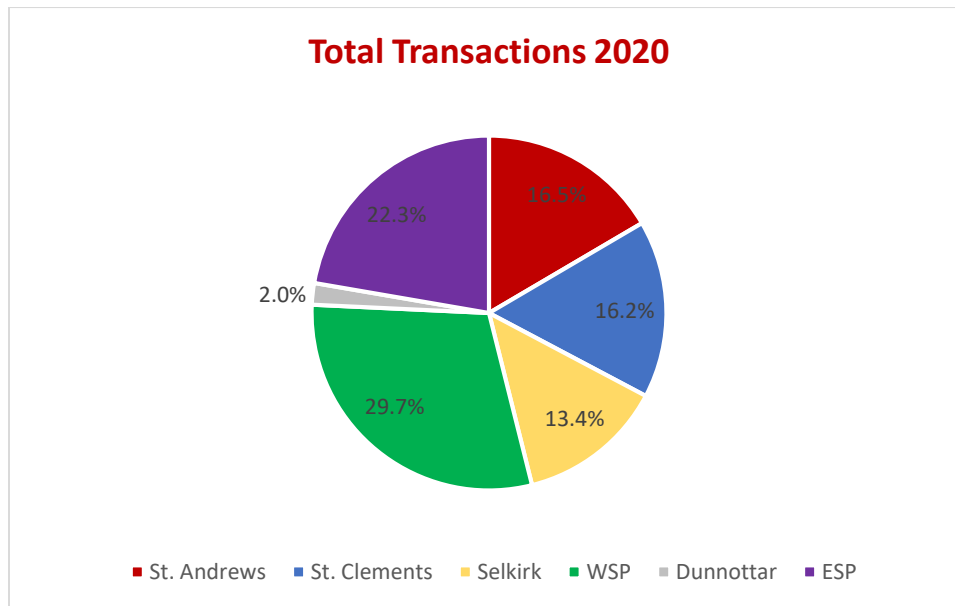
Active and rectified enforcement files during the period of January 1, 2020 to December 31, 2020:

	St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
Phase 1: Inquiry	123	135	60	193	36	133	803
Phase 2: Notice of Violation	7	16	8	22	6	4	63
Phase 3: Order to Comply	3	2	2	3	0	0	10
Phase 4: Municipal Intervention	0	0	0	5	0	0	5
Request for Compliance Letters	7	16	8	22	6	9	68
Files Rectified in 2020	21	25	11	25	6	27	115

Details on violations are provided to the Board on a monthly basis. Based on the above, there is strong indication once again that 2021 is going to be a busy year for violations and enforcement.

TRANSACTIONS BY MUNICIPALITY

In 2020 the RRPD processed 2,037 transactions for services provided to the district. This is up from 2,022 in 2019. There was increased development in the RMs of East St. Paul and West St. Paul requiring more services of the RRPD in 2020.



OPERATIONAL OVERVIEW

In 2020, COVID-19 played a significant role in the daily lives of people worldwide. The RRPD was no exception. During the start of the pandemic the office was closed to the public. This required considerable operational changes to have staff working remotely and to maintain service provision. The organization was able to quickly adapt and continue to serve the public. Unfortunately, the start of the pandemic also brought with it a considerable decline in revenue and a shortage in staff. Staff resources were significantly impacted through isolation requirements and staff illness. As the year proceeded the RRPD also saw a record number of permit applications. Both the reduction in staff, limited staffing resources and an overall increase in applications resulted in increased permit process times compared to 2019. These challenges were addressed in the fall of 2020 as the Board approved the budget for 2021 allowing additional staff to be hired and move to a digital permitting platform. Both of the moves will address permit processing times and provide greater customer service in 2021.

Despite these challenges, the RRPD was able to undertake a refresh of the Strategic Plan. Through the plan, organizational values were revisited and action items were brought forward to be carried out in 2020-2022.

LEGAL

Several legal actions and have been completed, with the assistance of legal counsel over the course of 2020.

In 2020, the RRPD did not participate and any new Ombudsman's investigations and received 2 FIPPA requests.

FUTURE CONSIDERATIONS

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

- Cloudpermit Implementation;
- Updating six (6) Zoning and Building By-laws;
- On-going staff development for effective handling of increased workload;
- Continued Customer Service improvements through implementation of the 2021 Work Plan;
- Bills 37 & 38;
- Ongoing pandemic planning.