



RED RIVER PLANNING DISTRICT

2021 ANNUAL REPORT

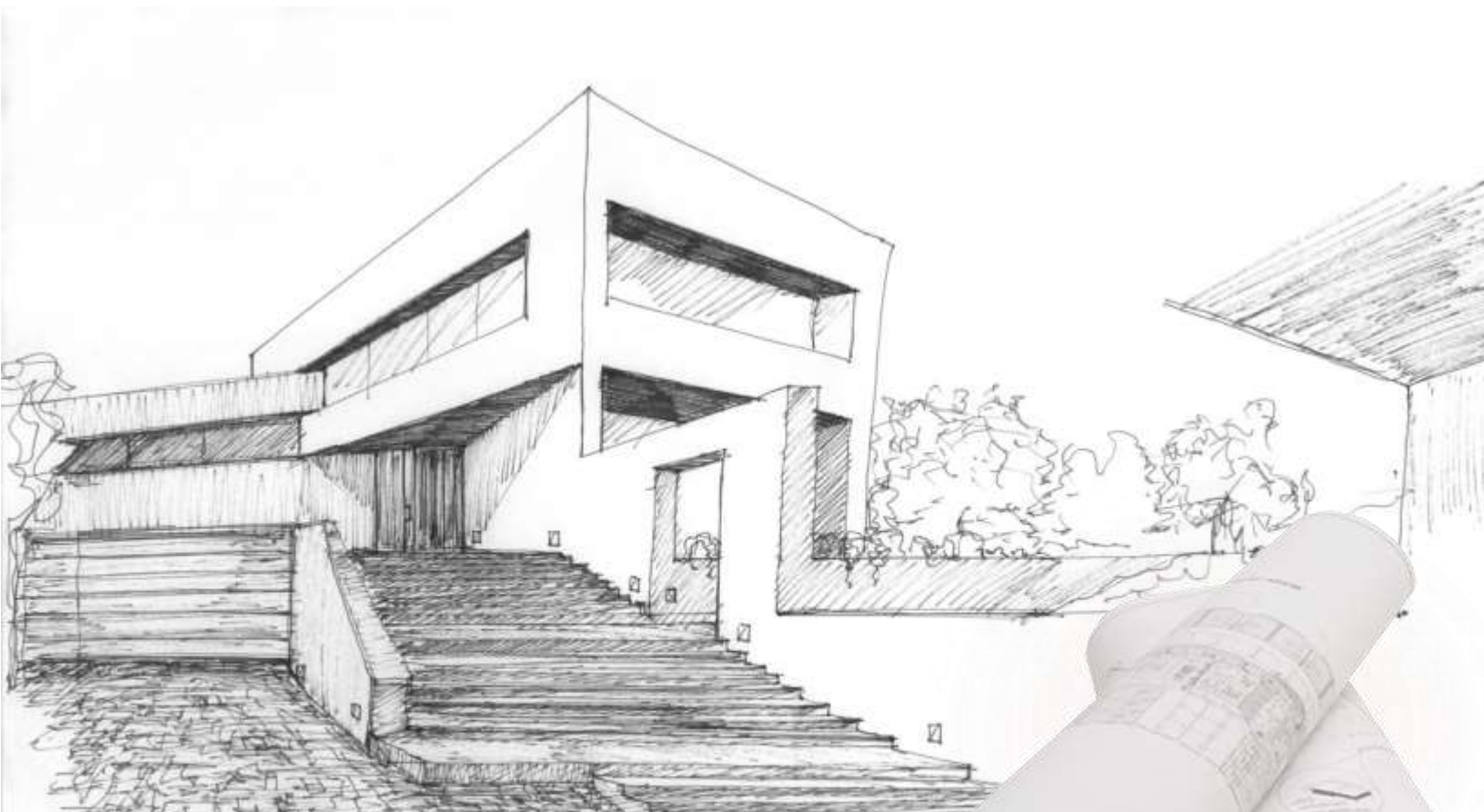


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FOREWARD

As per the requirements of *The Planning Act*, we are pleased to provide the Board with the Annual Report for 2021.

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 2021.

In the un-audited Financial Statements of December 31, 2021, the RRPD's assets were \$4,776,207.75 as compared to \$4,043,073.73 in 2020. This is a result of an increase in cash funds. Revenues increased by 50.5% in 2021 as compared to 2020 from \$2,186,161.58 to \$3,288,977.11. The RRPD experienced an increase in building permit revenue by 34.83% and 115.83% increase of planning services revenue.

Total expenditures were \$2,562,218.74, which is an increase of 24.6% over expenditures in 2020. Significant variances occurred in the following areas: increased expenditures in the areas of Violation Enforcement with PBLE full time, Software and Computer Operations with the implementation of Cloudpermit, Bank Charges (Cloudpermit), Staff Development and Wages. Decreased expenditures occurred in the area of Contract Work.

The office welcomed over 1,750 customers and visitors to the RRPD in 2021 and over 94,000 incoming and outgoing phone calls. GIS public mapping on the RRPD website had just over 28,870 views.

TASKS AND SERVICES

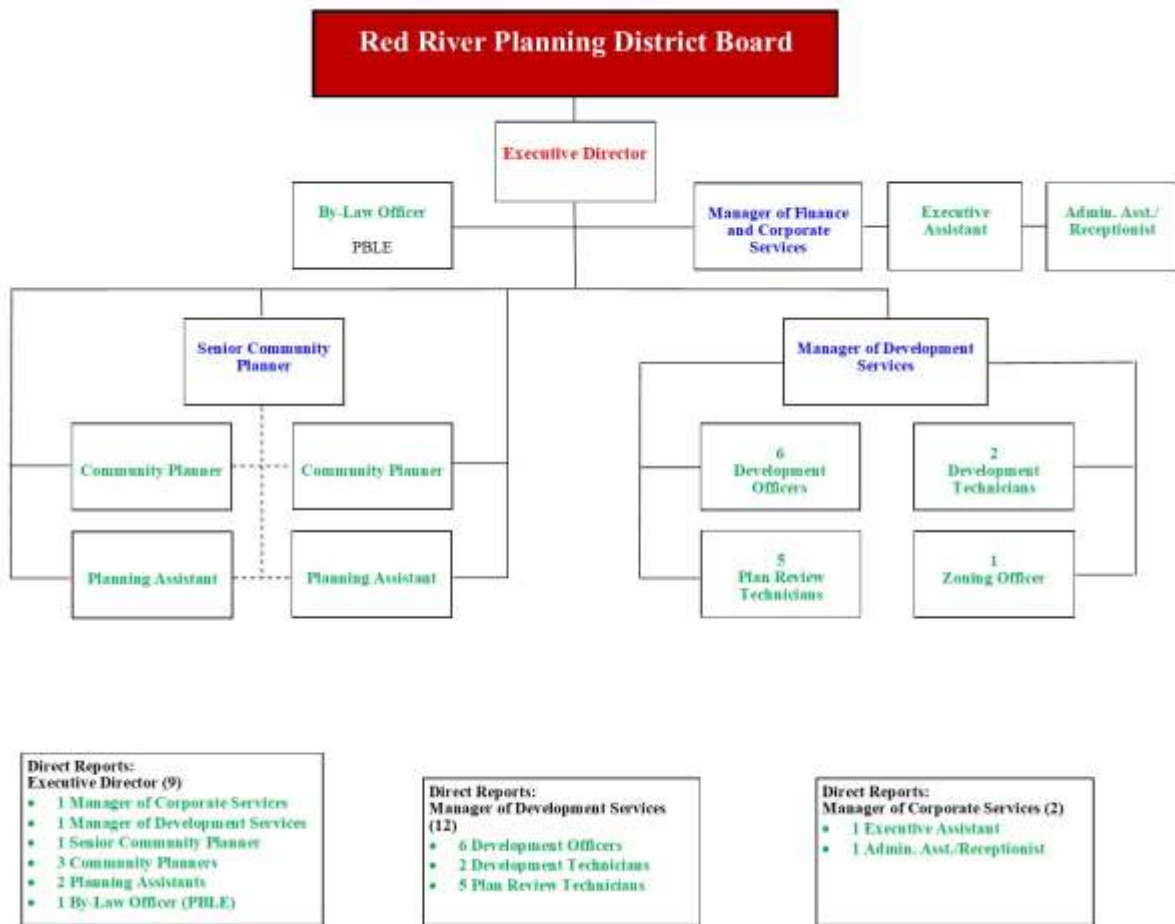
The RRPD provides a variety of services to the public, municipal officials, government agencies, the Board and municipal staff. Other services, not reflected on the financial statements, are general inquiries, violations, business license approval, inspections, Development Plan, Secondary Plan and Building 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 2021, the RRPD employed 23 full time staff members with 1 vacant Zoning Officer position 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, 2021, 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
Mike Tomasson – Development Officer
David Klausen – Development Officer
Marcelo Medeiros – Development Officer
Krystal Wenzoski – Development Technician
Vera Friesen – Development Technician
Edward Diones – Plan Review Technician
Kirstie Emeterio – Plan Review Technician
Daniel Sapirstein – Plan Review Technician
Eric Saler – Plan Review Technician
Jaskaran Singh – Plan Review Technician
Derek Eno – Senior Community Planner
Pawan Gill –Community Planner
Oluwafemi Ojo – Community Planner
Calvin So – Community Planning Assistant
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.

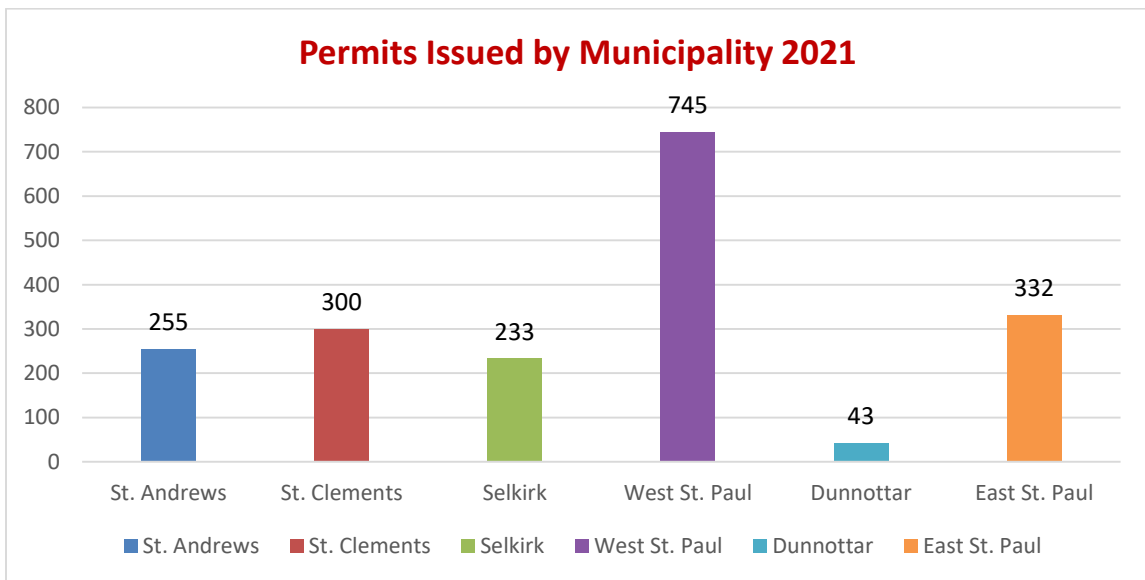
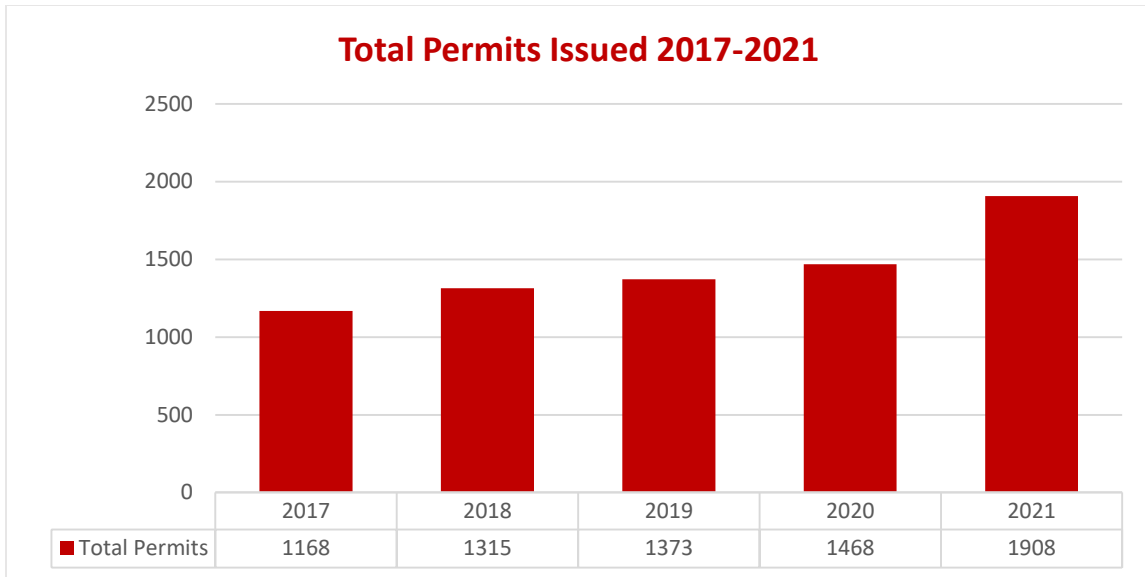
Volume of Building Permits Issued

There were 1,908 building permits issued in 2021, an increase of 29.97% over 2020.

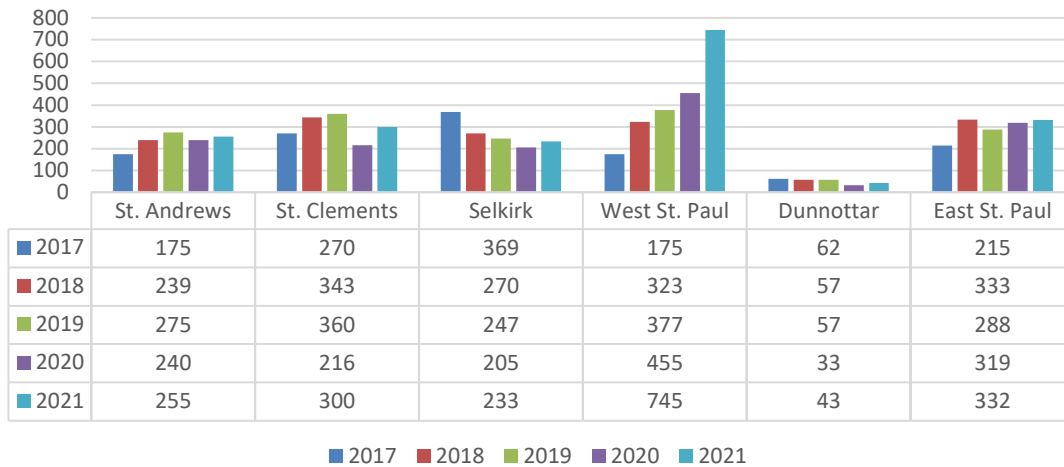
Type of Permit Issued	2021	2020	Variance	Increase/ Decrease
Accessory Buildings	196	153	43	28.10%
Additions	40	39	1	2.56%
Basement Development	59	68	(9)	-13.24%
Commercial	55	60	(5)	-8.33%
Decks	60	73	(13)	-17.81%
Demolition	80	66	14	21.21%
Development Permits	42	29	13	44.83%
Inspection Fees	0	0	0	0.00%
Shoreline Erosion Permits	0	0	0	0.00%
Mobile Home	2	0	2	0.00%
Multi-Family Dwellings	25	21	4	19.05%
Occupancy Permits	48	89	(41)	-46.07%
Plumbing Permits - Residential	557	370	187	50.54%
Plumbing Permits - Commercial	32	33	(1)	-3.03%
Pool Permits	124	87	37	42.53%
Renovations	32	59	(27)	-45.76%
Single Family Dwellings	466	301	165	54.82%
Sign Permits	88	19	69	363.16%
Temporary Permits	2	1	1	100.00%
TOTAL PERMITS ISSUED	1908	1468	440	29.97%

Multi-Family Dwelling Units created 2021

RM of East St. Paul	City of Selkirk	RM of West St. Paul
57	9	14

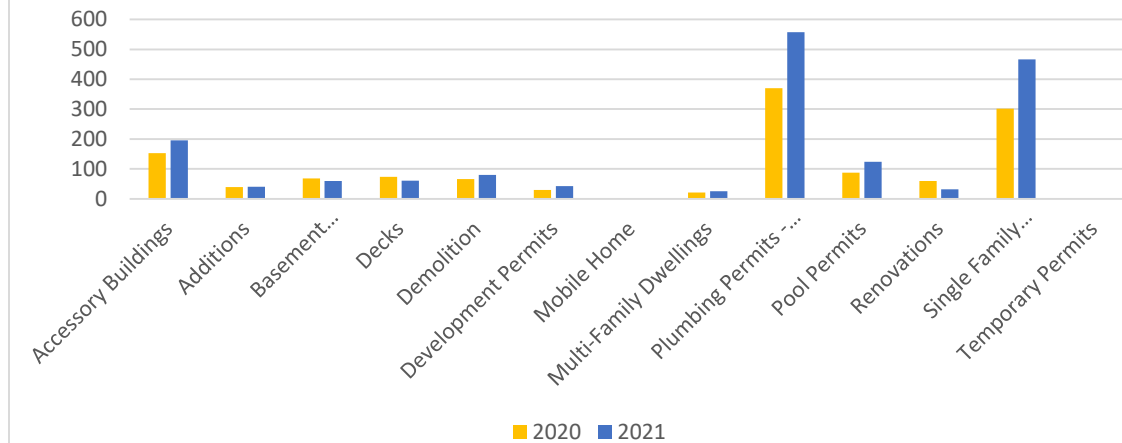


Permits Issued by Municipality 2017-2021

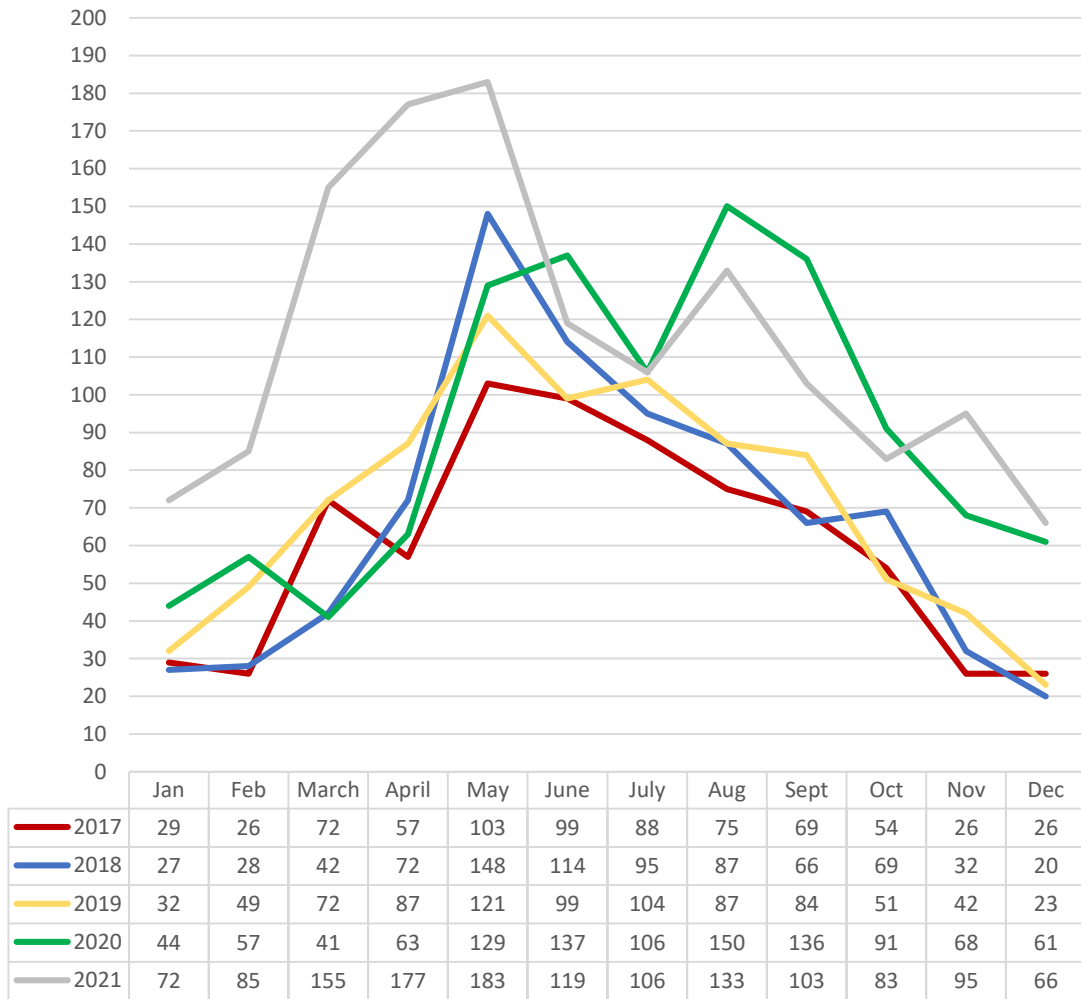


There were 1,685 residential permits issued in 2021, a 32.99% increase from 1,268 issued in 2020.

Residential Permits Issued 2020 vs.2021

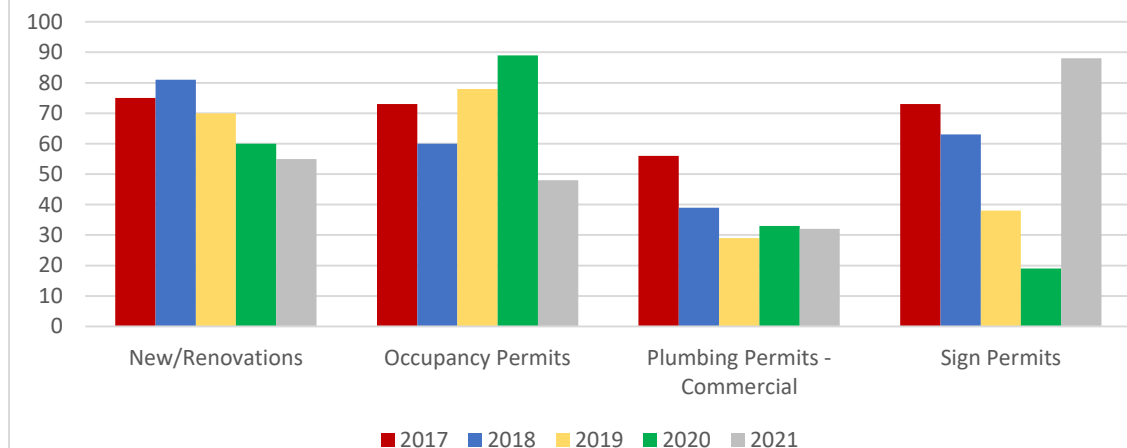


Residential Permit Applications Received 2017-2021



In 2021 there were 223 commercial and industrial permits issued, a 10.95% increase from 201 issued in 2020.

Commercial Permits Issued 2017-2021



Some of the significant commercial projects for 2021:

R.M. of St. Andrews:

- 8917 PTH 9 – Gas Station/ Store/ Post Office
- 897 Henry Rd. – Addition to Commercial Building

City of Selkirk:

- 367 Main St. – Building Renovation
- 137 Reid Ave. – Residential Care Facility
- 45 Wersch St. – Storage Facility
- 1010 Manitoba Ave. – Auto Body Repair Shop

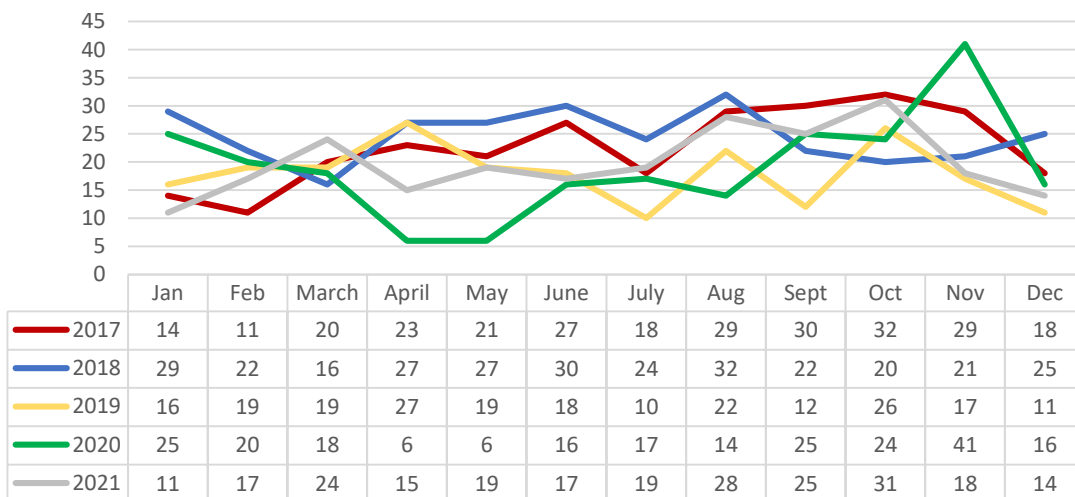
R.M. of West St. Paul:

- 835 Kapelus Dr. – Accessory Structure
- 889 Kapelus Dr. – Multi-Tenant Commercial Building
- 1255 Kapelus Dr. – New Storage/Warehouse Facility
- 1123 Kapelus Dr. – Commercial Building
- 24 Third St. – Contractors Shop & Office
- 1273 Kapelus Dr. – Commercial Building
- 745 Kapelus Dr. – Church & Private School

R.M. of East St. Paul:

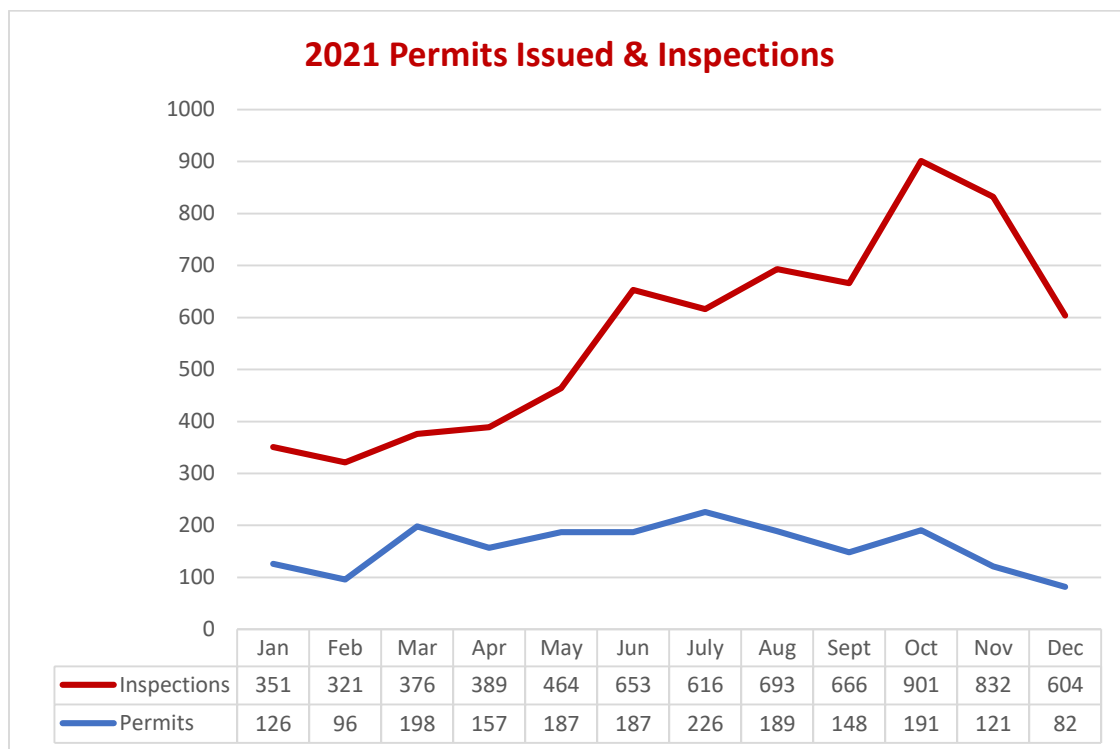
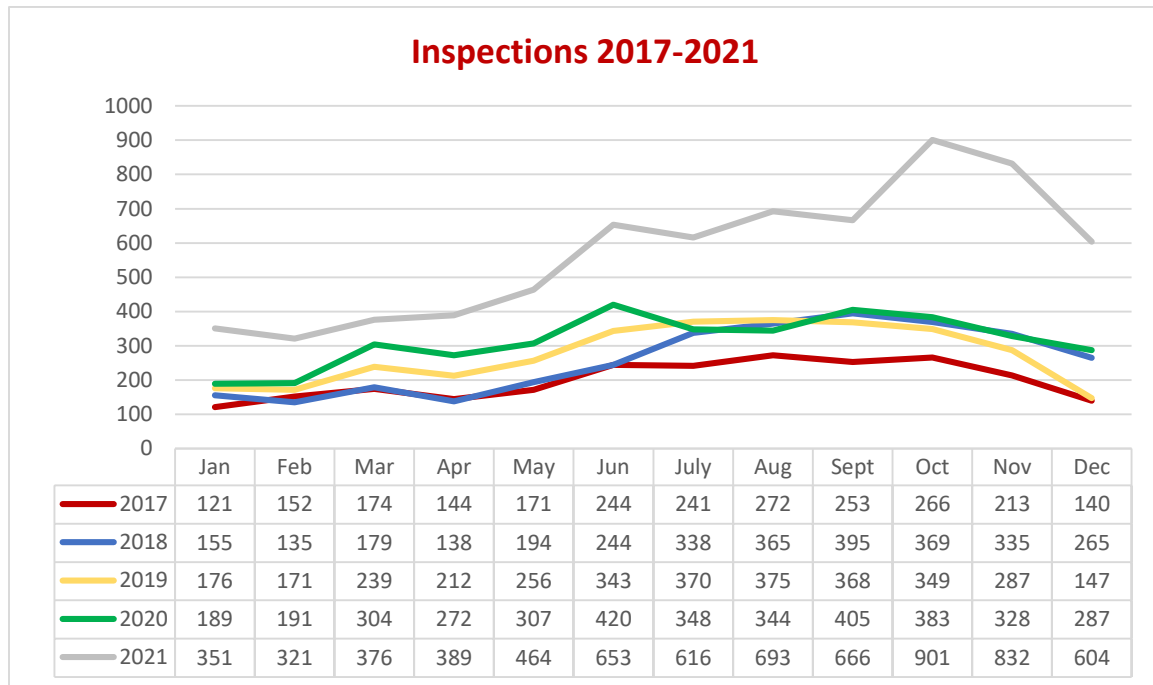
- 3156 Birds Hill Rd. – Eating & Drinking Establishment
- 12 Ryan Wirth Way – Commercial Building
- 120 Haarsma St. – Multi-Tenant Storage Building
- 3014 Henderson Hwy. – Child Care Facility
- 36 Ryan Wirth Way – Commercial Building

Commercial Permit Applications Received 2017-2021



Inspections

RRPD Development Officers conducted 6,866 inspections in 2021, an increase of 3,088 inspections or 122.34% over 2020.



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 2021 was high, with a total of 319 applications received and managed by the RRPD. This represents an increase of 17.41% over 2020 when 270 applications were applied for.

2021 Council and Board Meetings Attended by Planning Staff

St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	RRPD Board	Total
13	15	7	25	4	13	17	97

Meetings attended per Planner:

Derek Eno 48
 Paul Bell 15
 Pawan Gill 22
 David Paton 18
 Femi Ojo 4

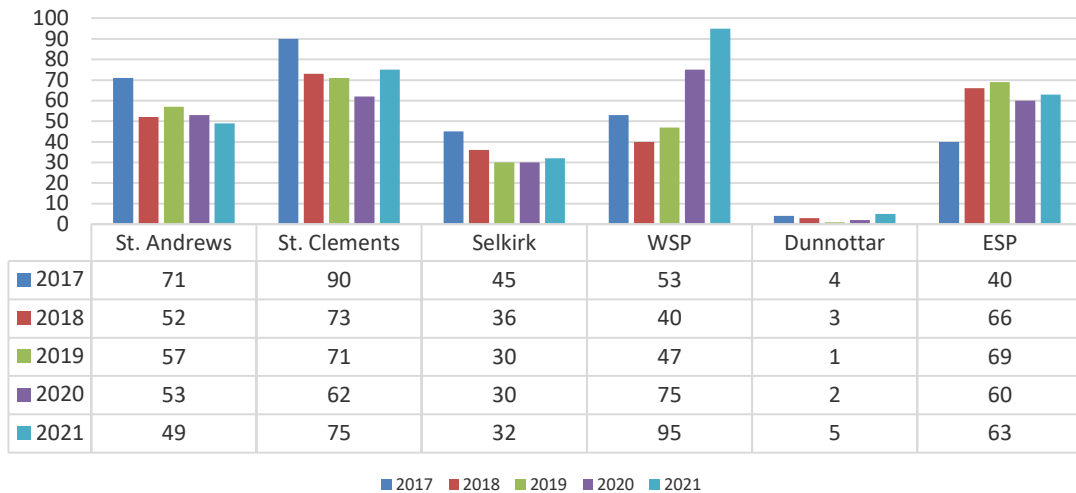
Volume of Planning Activity

Application Type	St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
Conditional Use	8	5	3	9		13	38
CU/VO/Certificate Extensions		2		4		3	9
Development Plan Amendment		1	1				2
Rezoning Fees	2	1	2	2		3	10
Secondary Plan Amendment				1			1
Subdivision Application	16	19	2	17	1	1	56
Subdivision Certificates	10	8	1	5		7	31
Variations	13	37	22	55	4	35	166
Combined Hearings		2	1	2		1	6
2021 Total	49	75	32	95	5	63	319

In 2021 the number of new lots created in the district totaled 359:

St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
18	23	3	305		10	359

Planning Applications Received by Municipality 2017-2021



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 (one full-time by-law officer) 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.

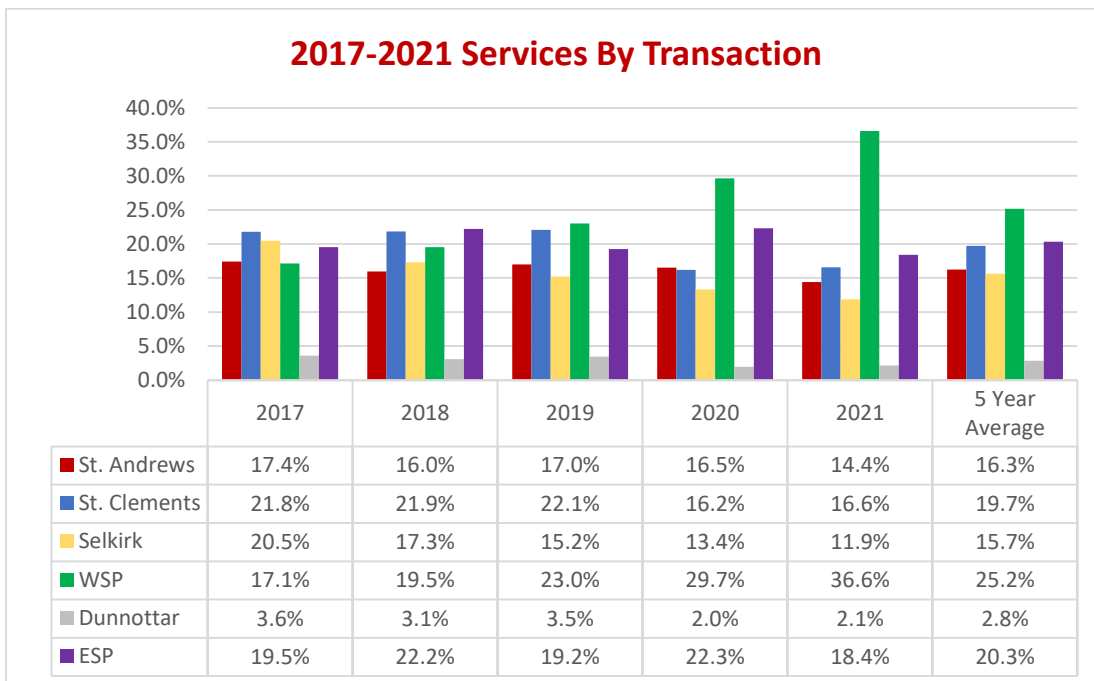
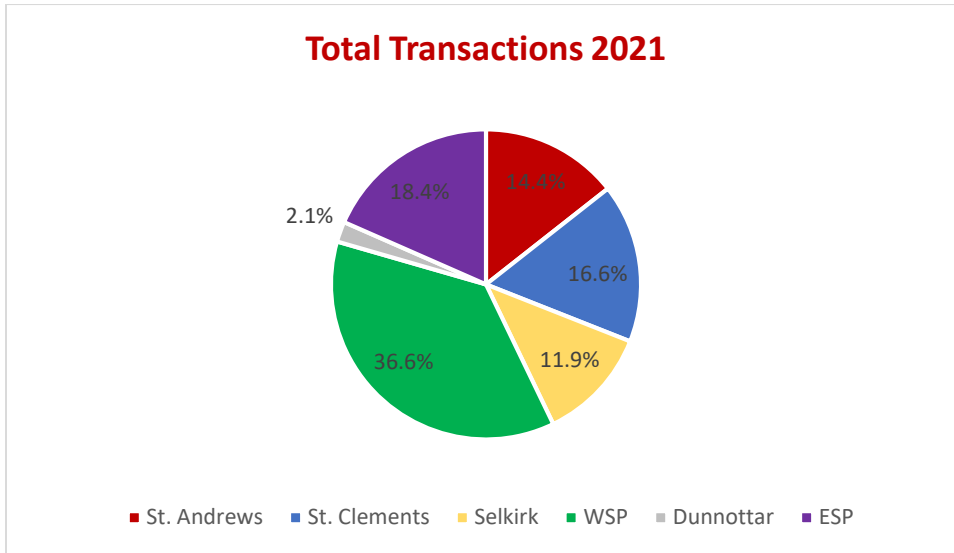
Active and rectified enforcement files during the period of January 1, 2021 to December 31, 2021:

	St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
Phase 1: Inquiry	243	329	123	339	17	320	1,371
Phase 2: Notice of Violation	15	13	9	16	1	14	68
Phase 3: Order to Comply	8	10	9	6	0	9	42
Phase 4: Municipal Intervention	0	0	0	0	0	0	0
Request for Compliance Letters	20	16	12	18	1	19	86
Files Rectified in 2021	43	39	30	40	2	42	196

Details on violations are provided to the Board on a monthly basis. Based on the above, there is strong indication once again that 2022 is going to be a busy year for violations and enforcement.

TRANSACTIONS BY MUNICIPALITY

In 2021 the RRPD processed 2,688 transactions for services provided to the district. This is up from 2,037 in 2020. There was increased development in the RM of West St. Paul requiring more services of the RRPD in 2021.



OPERATIONAL OVERVIEW

COVID-19 continued to play a significant role in the daily lives of people worldwide. The RRPD was no exception. This required constant review of operations to respond and adapt to changing restrictions.

This year also brought about record activity in permits, inspections and planning applications. With this sharp rise in demand, resources need to respond and meet the needs of our clients. It also required hiring of skilled, trained and qualified staff. Through the support of the Board, administration was able work with a recruitment agency to bring on additional supports to meet record breaking demands an improve service delivery.

Despite these challenges, the RRPD was able to successfully launch the digitization of the permitting process through Cloudpermit. This improved transparency, accountability and efficiency while reducing redundancies. Being the first approving authority to launch Cloudpermit in Manitoba required some additional resources to move to the digitized system. We are proud to have increased service levels through this move and provide staff with the tools needed to do their jobs.

Lastly, 2021 saw an application for The City of Selkirk to withdraw from the RRPD. This required significant effort from administration as the process moved forward.

LEGAL

One legal action was completed, with the assistance of legal counsel over the course of 2021.

In 2021, the RRPD did not participate and any new Ombudsman's investigations and received 3 FIPPA requests.

FUTURE CONSIDERATIONS

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

- Continue Operational review to meet demands
- City of Selkirk's application to withdraw from the RRPD
- On-going staff development for effective handling of increased workload
- Bills 37 & 38
- 2022 Municipal Election
- Ongoing pandemic planning