



RED RIVER PLANNING DISTRICT

2023 ANNUAL REPORT

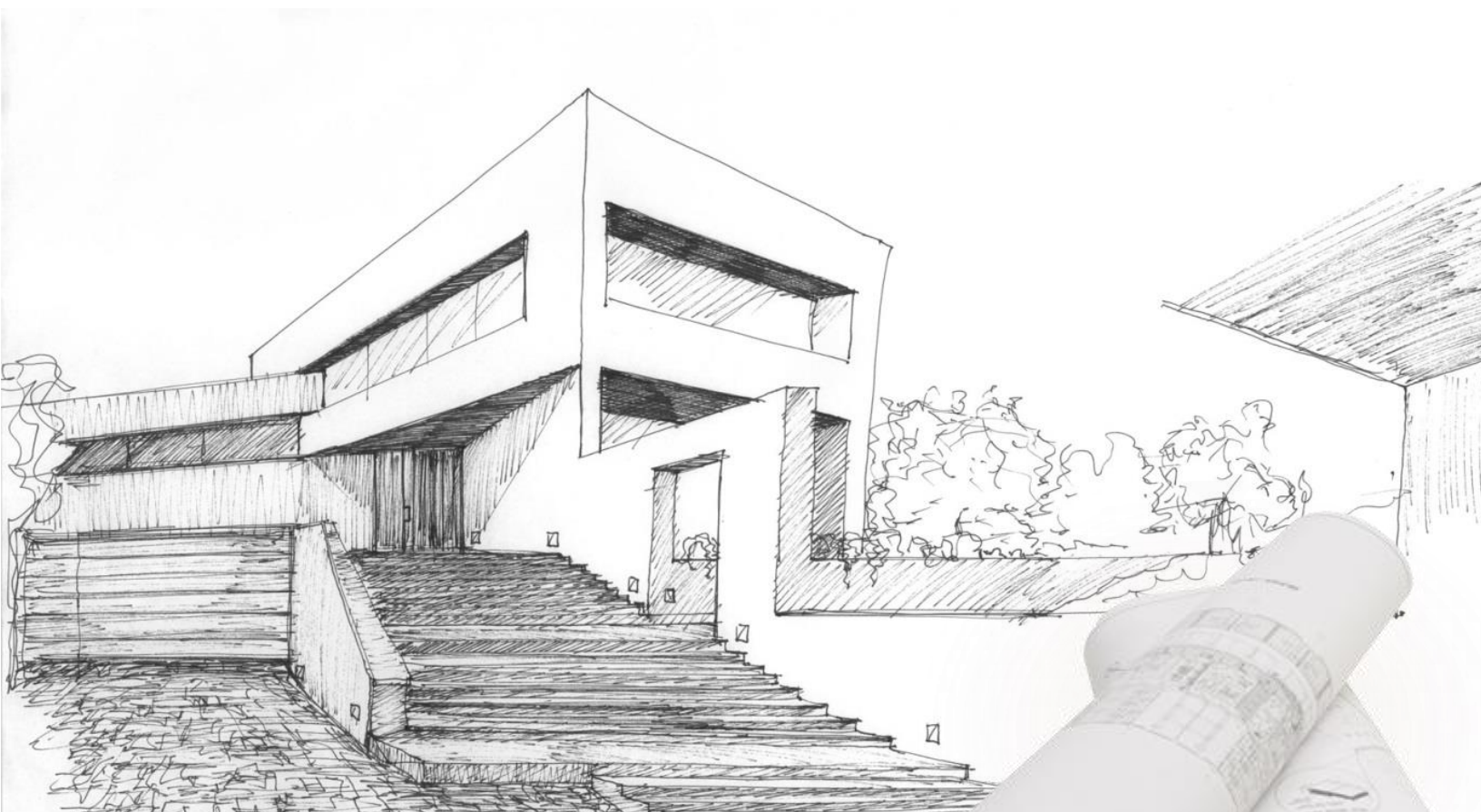


Table of Contents

FOREWARD	3
TASKS AND SERVICES	3
STAFFING	3
DEVELOPMENT SERVICES	6
PLANNING SERVICES	12
ENFORCEMENT SERVICES	14
TRANSACTIONS BY MUNICIPALITY	15
OPERATIONAL OVERVIEW	16
LEGAL	16
FUTURE CONSIDERATIONS	16

FOREWARD

As per the requirements of *The Planning Act*, we are pleased to provide the Board with the Annual Report for 2023.

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, 2023, the RRPD's assets were \$1,430,014.08 as compared to \$1,717,674.00 in 2022. This is a result of a decrease in cash funds. Revenues decreased by 12.1% in 2023 as compared to 2022 from \$2,632,551.82 to \$2,993,336.14. The RRPD experienced a decrease in building permit revenue and planning services revenue of 13.4% compared to 2022.

Total expenditures were \$3,064,157.66, which is a decrease of 11.5% over expenditures in 2022. Significant variances occurred in the following areas: decreased expenditures in the areas of violation enforcement with full-time in-house staff, legal expenses and property maintenance expenses. Increased expenditure occurred in contract work.

The office welcomed over 2,449 customers and visitors to the RRPD in 2023, an increase of 33%. GIS public mapping on the RRPD website had just over 20,000 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.

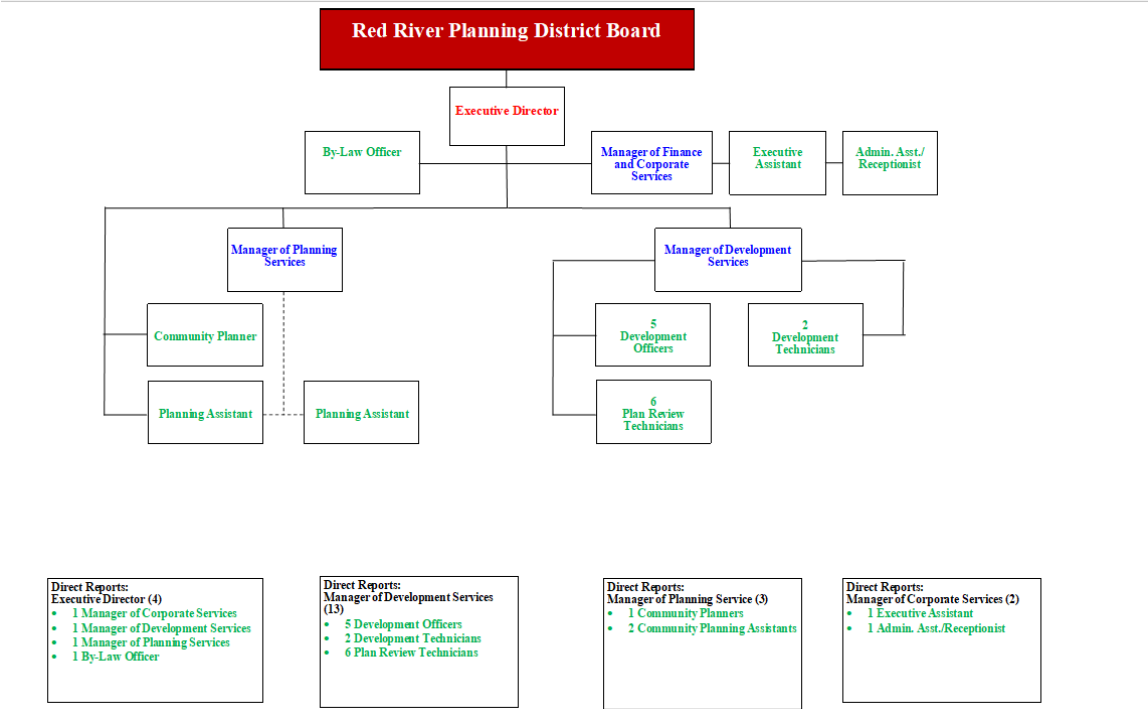
STAFFING

The Board was established in 1977 and staffed by five people. At the end of 2023, the RRPD employed 22 full-time staff members. This was a 21% decrease from 2023. Additionally, there was one contract arrangement to fill a long-term leave.

Before 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 subdivisions, development plans, and zoning process.

On December 31, 2023, 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
- Derek Eno- Manager of Planning Services
- Paul Prochorow – Development Officer
- Trent Wachniak – Development Officer
- Mike Tomasson – Development Officer
- Marcelo Medeiros – Development Officer
- Krystal Wenzoski – Development Technician
- Vera Friesen – Development Technician
- Edward Diones – Plan Review Technician
- Daniel Sapirstein – Plan Review Technician
- Eric Saler – Plan Review Technician
- Jaskaran Singh – Plan Review Technician
- Stephanie Skrumeda- Plan Review Technician
- Christine Gunderson- Plan Review Technician
- Kristen Balchen- Plan Review Technician
- Santan Singh- 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, to promote the health, safety and well-being of current and future occupants.

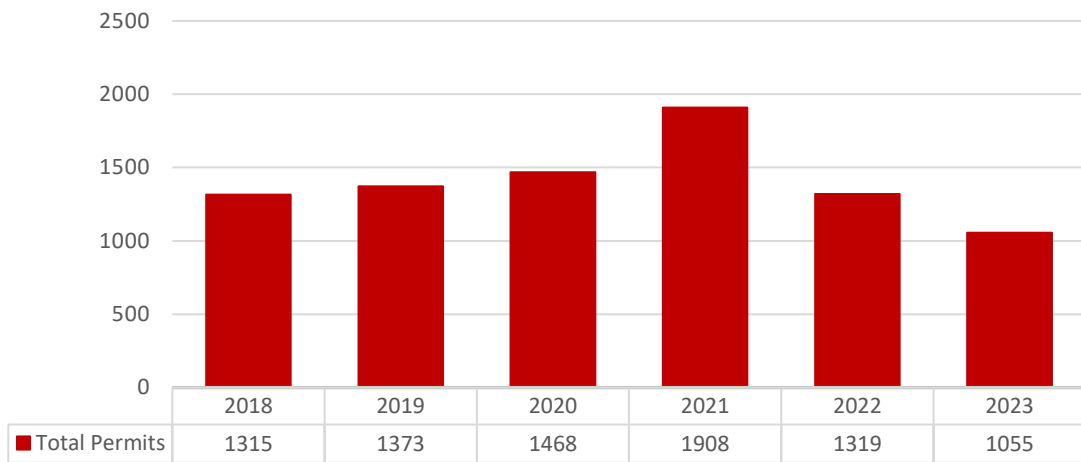
Volume of Building Permits Issued

Reporting capabilities changed in 2023 with improvements to permitting software. This has allowed for more accurate reporting and has resulted in a shift that is realized between 2022 and 2023 shown below.

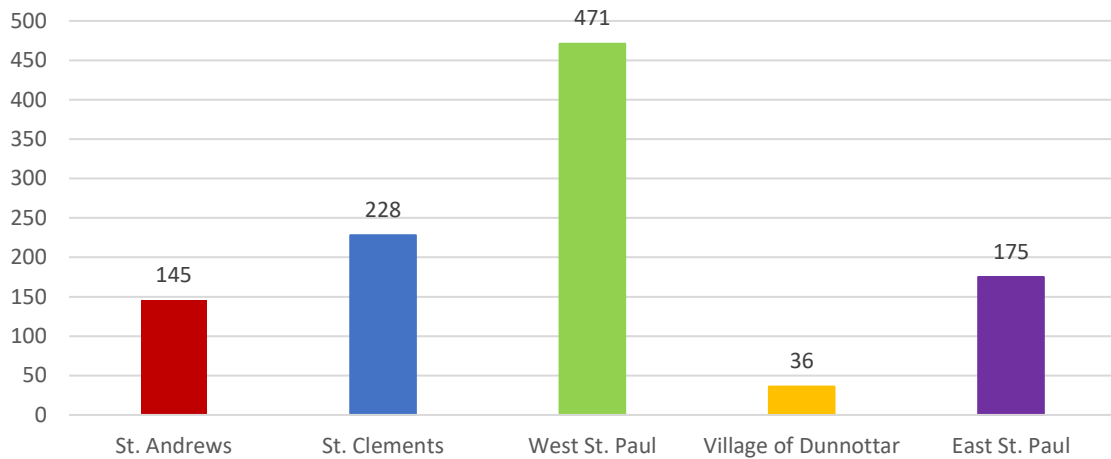
There were 1055 building permits issued in 2023, which is a reduction of 25.02% compared to 2022.

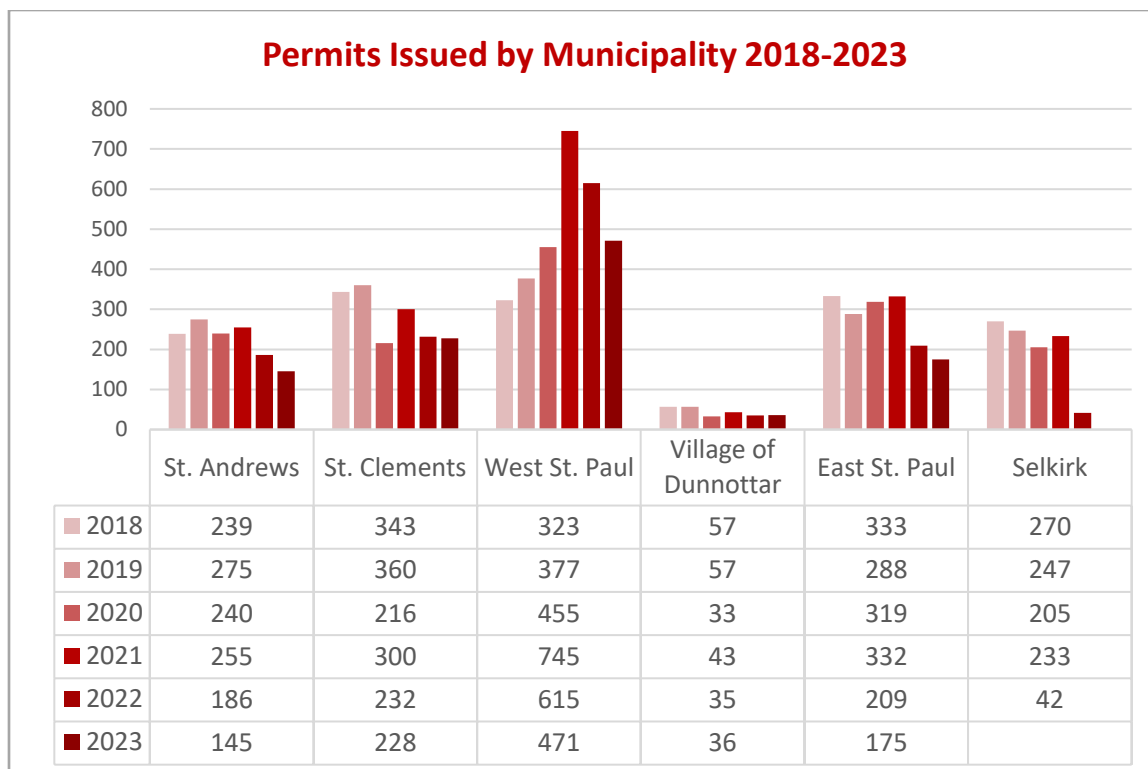
Type of Permit Issued	2022	2023	Variance	Increase/Decrease
ACCESSORY STRUCTURES	159	150	-9	-6.00%
ADDITIONS	24	26	2	7.69%
BASEMENT DEVELOPMENT	83	78	-5	-6.41%
COMMERCIAL	48	40	-8	-20.00%
DECKS	67	72	5	6.94%
DEMOLITION	49	25	-24	-96.00%
DEVELOPMENT PERMITS	16	19	3	15.79%
SHORELINE EROSION	1	2	1	50.00%
MOBILE HOMES	3	0	-3	0
MULTI-FAMILY DWELLING	3	0	-3	0
OCCUPANCY PERMITS	22	32	10	31.25%
PLUMBING - RESIDENTIAL	8	8	0	0.00%
PLUMBING - COMMERCIAL	27	25	-2	-8.00%
POOL PERMITS	85	52	-33	-63.46%
RENOVATIONS	45	37	-8	-21.62%
SINGLE FAMILY DWELLINGS	562	301	-261	-86.71%
SIGN PERMITS	17	16	-1	-6.25%
TEMPORARY PERMITS	7	2	-5	-250.00%
REVISIONS	93	170	77	45.29%
TOTAL	1319	1055	-264	-25.02%

Total Permits Issued 2018-2023

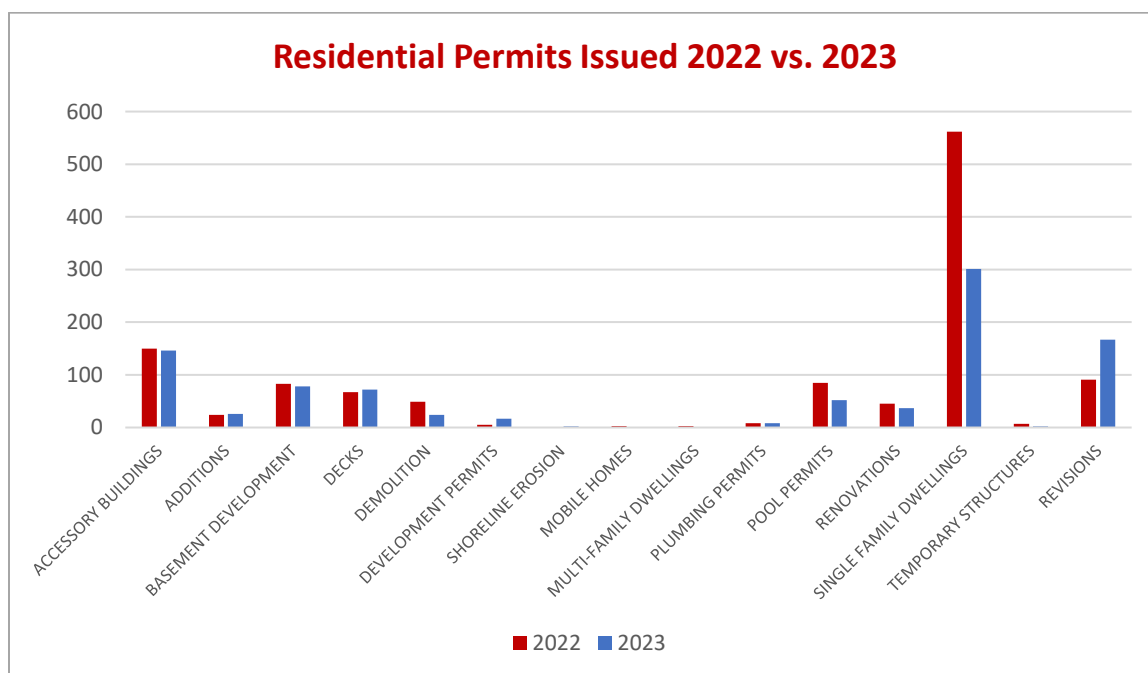


Permits Issued by Municipality 2023

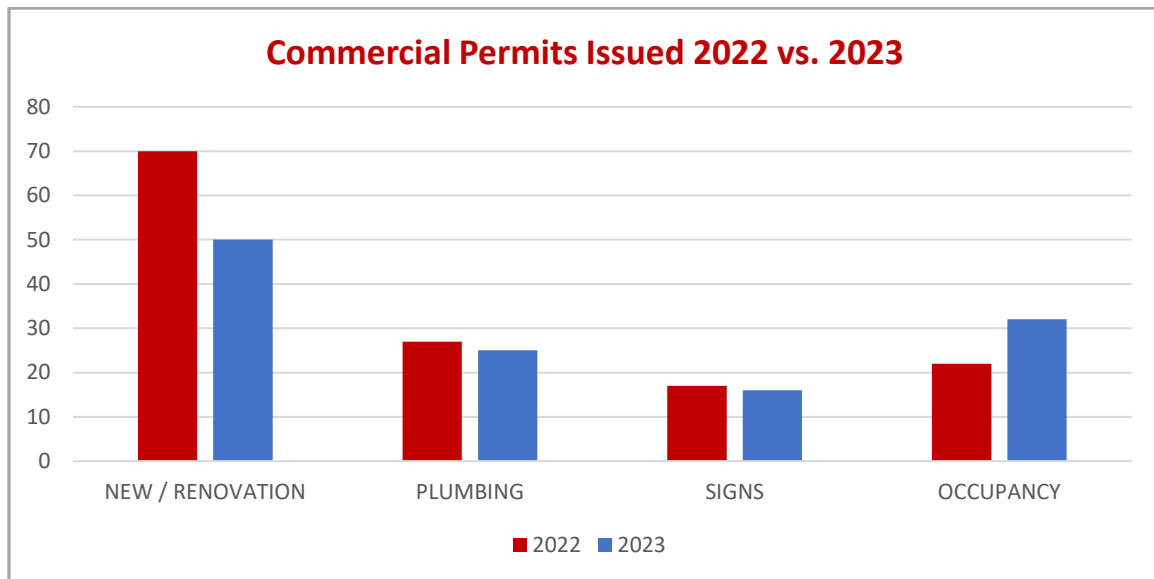




There were 932 residential permits issued in 2023.



In 2023 there were 123 commercial and industrial permits issued, an 11% decrease from 136 issued in 2022.



Some of the significant commercial projects for 2023:

RM of St. Andrews		
Location	Project	Cost of Construction
25 York Boat Crescent	Commercial Building – Offices and Shop	\$1,700,000.00
28 St. Andrews Road	Commercial Alteration – Recreation Centre	\$250,000.00
12 Hawthorne Place	Institutional Alteration – Childcare Facility	\$1,500,000.00

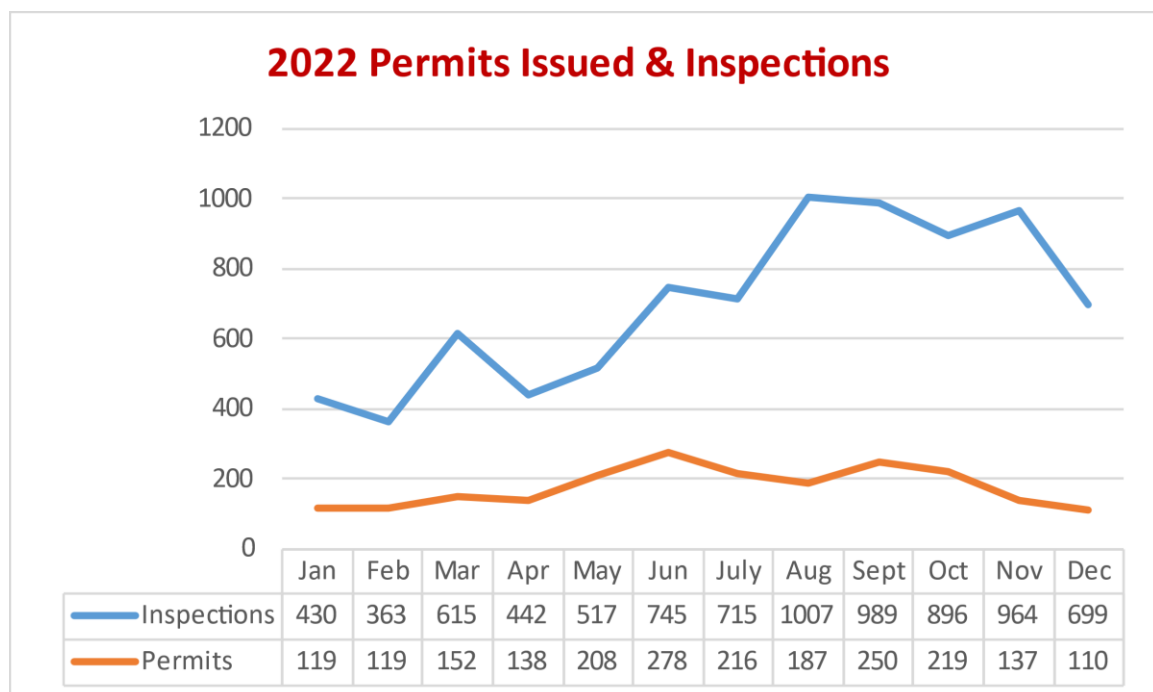
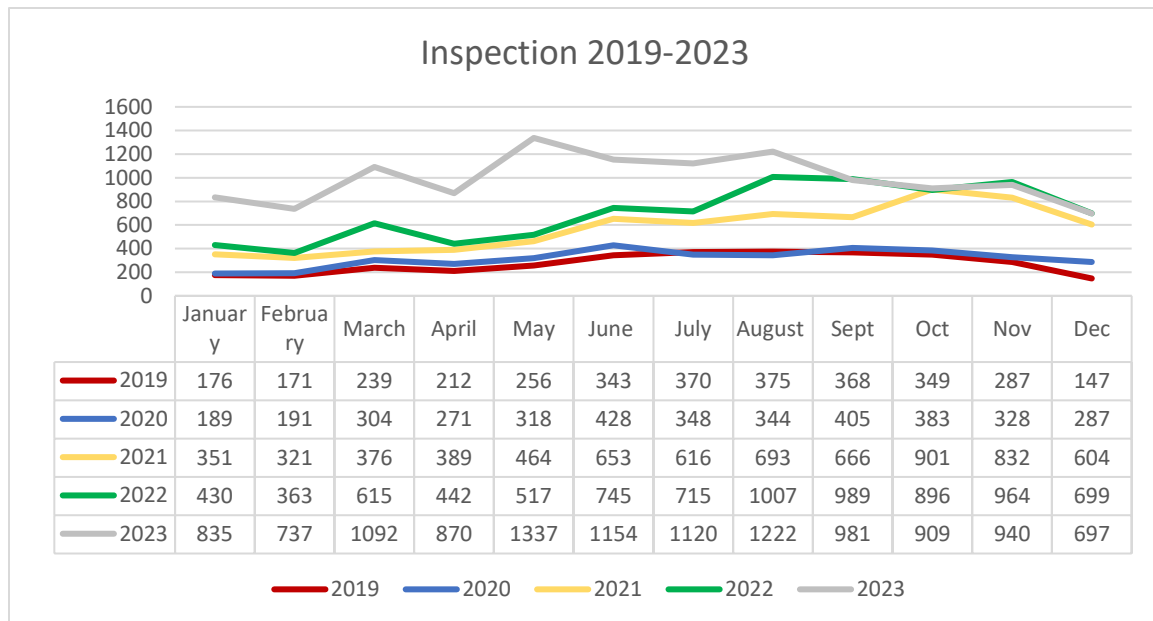
RM of St. Clements		
Location	Project	Cost of Construction
1043 Kittson Road	Institutional Building – Childcare Facility	\$3,321,142.24
4560 Raleigh Road	Commercial Building – Professional Offices, Warehouse and Contractors Establishment	\$1,800,000.00
39024 PR 500	Commercial Building – Offices and Repair Garage	\$200,000.00

RM of East St. Paul		
Location	Project	Cost of Construction
30 Ryan Wirth Way	Commercial Building – Contractors Establishment and Offices	\$900,000.00
42 Ryan Wirth Way	Commercial Building – Storage Building	\$650,000.00
48 Ryan Wirth Way	Commercial Building – Offices and Warehouse and Contractors Establishment	\$3,300,000.00
6 Ryan Wirth Way	Commercial Building – Storage Building and Warehouse	\$1,125,600.00
6 Ryan Wirth Way	Commercial Building – Storage Building and Warehouse	\$772,800.00
24 Ryan Wirth Way	Commercial Building – Warehouse	\$10,102,000.00
24 Ryan Wirth Way	Light Industrial	\$1,765,000.00
2829 McGregor Farm Road	Greenhouse Relocation	\$230,000.00
2801 Gateway Road	Commercial Building – Storage Building	\$134,434.88

RM of West St. Paul		
Location	Project	Cost of Construction
45 Third Street	Commercial Building – Office and Warehouse	\$3,700,000.00
907 Kapelus Drive	Commercial Building – Contractors Establishment and Warehouse	\$2,000,000.00
997 Kapelus Drive	Commercial Building – Warehouse	\$850,000.00

Inspections

RRPD Development Officers conducted 11,894 inspections in 2023, an increase of 3,512 inspections or 42 % compared to 2022, which was the busiest on record.



PLANNING SERVICES

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

In 2023 there were 314 applications received and managed by the RRPD. This is an increase of 6% despite the loss of a municipality. The RRPD provides value-added service by ensuring a Registered Professional Planner (RPP) attends municipal council meetings where planning applications are being considered. Below is a summary of meeting attendance by RRPD staff.

2023 Council and Board Meetings Attended by Planning Staff

St. Andrews	St. Clements	WSP	Dunnottar	ESP	RRPD Board	Other (Municipal Board/WMR)	Total
26	15	15	2	25	17	9	109

Meetings attended per Planner in 2023:

Derek Eno attended 47;

Femi Ojo attended 26;

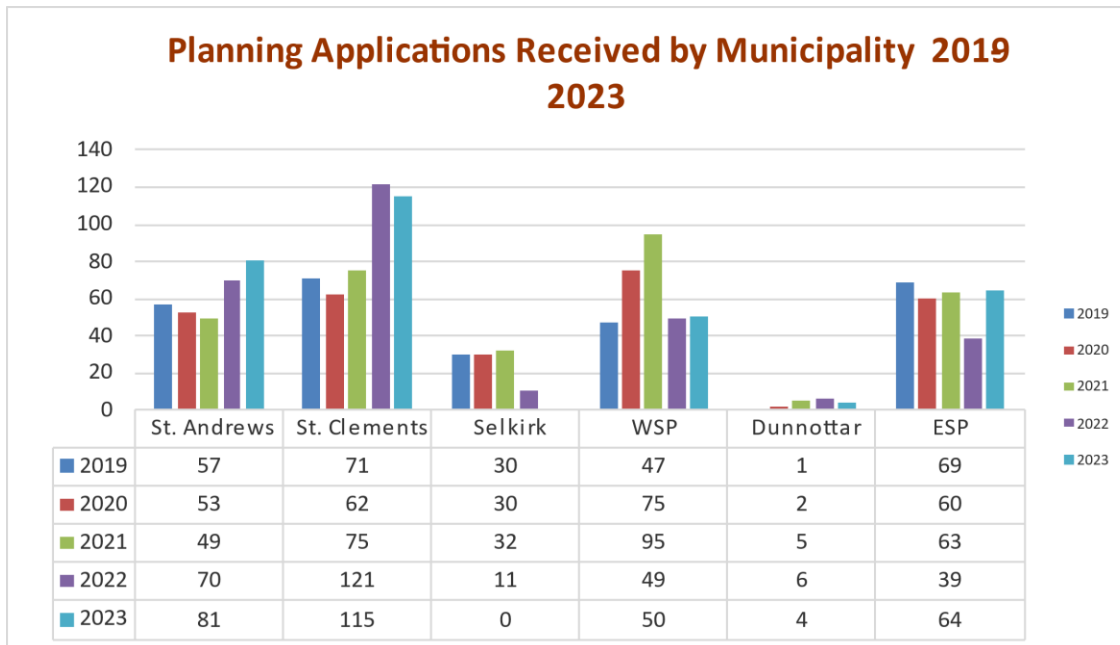
Santan Singh attended 53;

Jennifer Ferguson attended 18.

The following chart provides a comparison of planning applications by municipality.

Volume of Planning Activity

Application Type	St. Andrews	St. Clements	Selkirk	WSP	Dunnottar	ESP	Total
Conditional Use	17	14		9		3	43
CU/VO/Certificate Extensions	3	3		4		1	11
Development Plan Amendment		2		2			4
Rezoning Fees		1		5			6
Secondary Plan Amendment							0
Subdivision Application	15	26		10		8	59
Subdivision Certificates	3	1		2			6
Variations	43	68		18	4	52	185
Combined Hearings							0
2023 Total	81	115	0	50	4	64	314



In 2023 the number of new lots created in the district totaled 604, which is a 5% decrease compared to the previous year. However, please note Selkirk was included in the 2022 numbers. The Rural Municipalities of St. Andrews (48) and St. Clements (74) and East St. Paul (22) saw a considerable increase in the total number of new lots created from 2022 to 2023.

St. Andrews	St. Clements	WSP	Dunnottar	ESP	Total
57	89	433	0	25	<u>604</u>

ENFORCEMENT SERVICES

The RRPD handles the enforcement of the RRPD Development Plan, member municipal zoning by-laws, and the Manitoba Building Code.

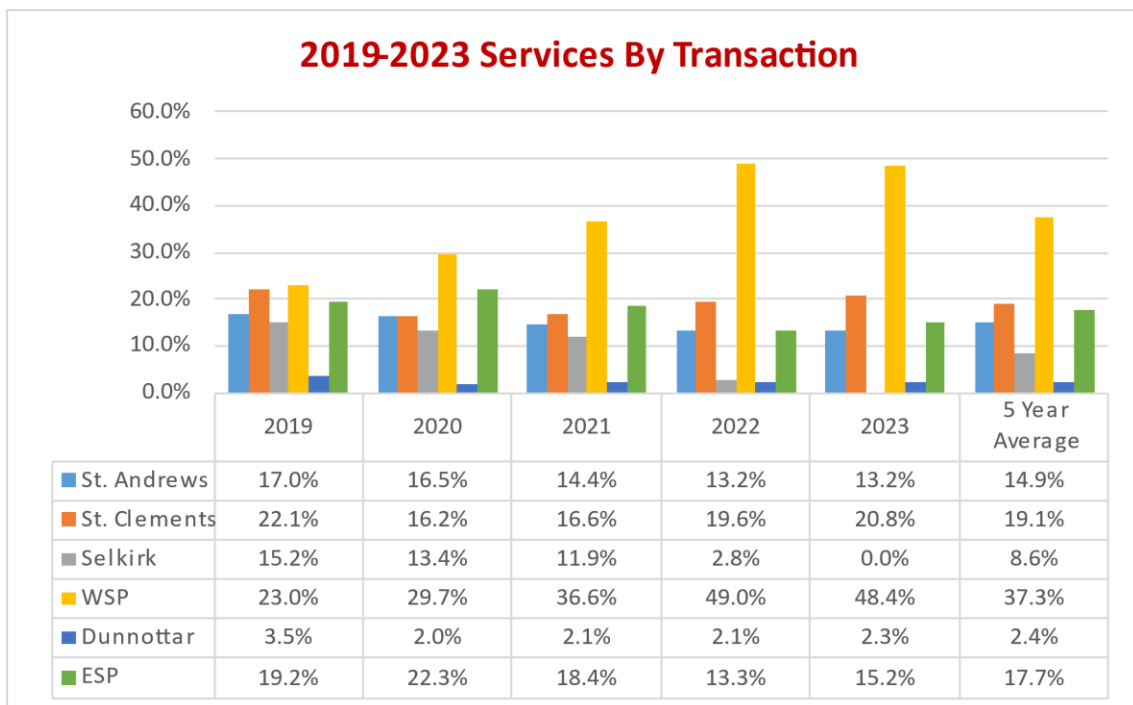
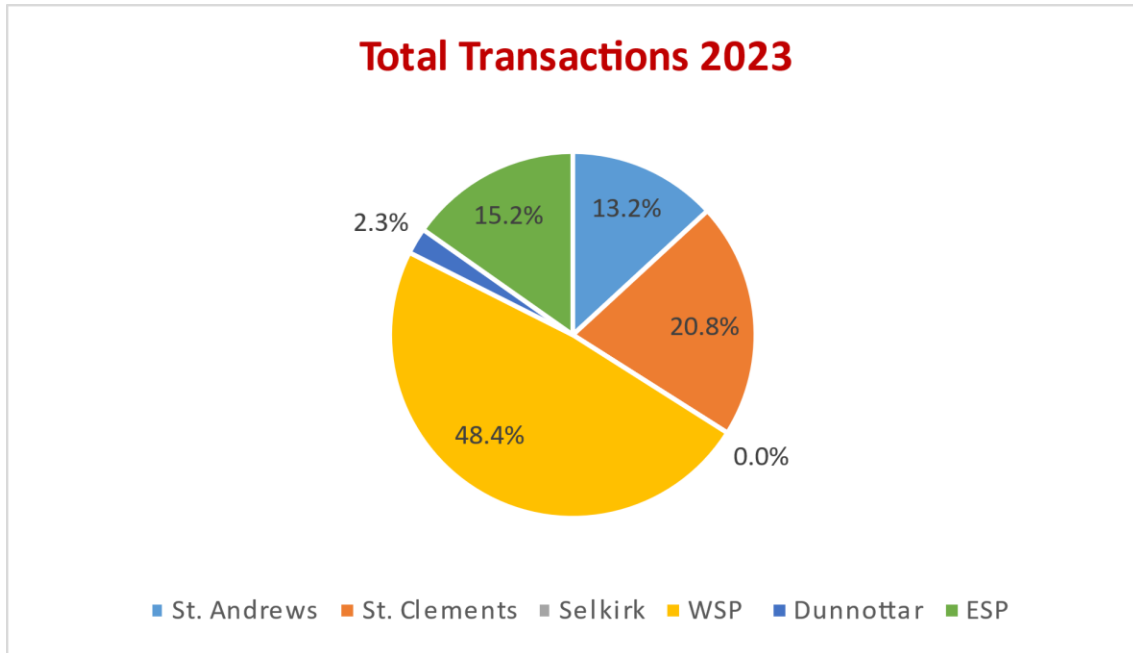
In 2023 the RRPD hired a full-time By-law Enforcement Officer. This marked a transition to in-house services and cost savings for the organization. Enforcement procedures and file management processes are consistent with the provisions of *The Municipal Act* and *The Planning Act*. Enforcement complaints may be filed with the RRPD by completing a Violation Complaint Form, available in the 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 administer properly, 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.

Details on violations are provided to the Board monthly. There is a strong indication that 2024 is going to be a busy year for violations and enforcement.

TRANSACTIONS BY MUNICIPALITY

Historically, transactions per municipality have been relatively equal. However, due to increased development in the RM of West St. Paul, this municipality saw more services of the RRPD from 2021 to 2023.



OPERATIONAL OVERVIEW

This year saw significant changes to the Red River Planning District. The previous year saw considerable residential growth. However, 2023 was marked by a sharp decline in new residential construction given the increase in interest rates across the country. This resulted in a significant impact on revenue for the RRPD. Consequently, the Board undertook a financial review with the Exchange Group and found it necessary to reduce expenses.

Development Services standard operating procedures required review in the fall of 2023 with the adoption of the 2020 National Building Code coming into effect January 1, 2024, and the Performance Standard Regulation set to take effect March 1, 2024. Although not in effect until 2024, both legislative documents required preparatory work in 2023.

Given the financial constraints and increasing accountabilities, an application for the Municipal Services Delivery Improvement Program was made in the fall. The RRPD was pleased to be a successful candidate with work to begin in 2024.

LEGAL

The main legal activity in 2023 related to by-law enforcement moving forward with in-house policies and procedures.

There was also ongoing enforcement activity that needed input and guidance from legal counsel as remedies and appeals moved forward.

FUTURE CONSIDERATIONS

The following are several issues that the Board will consider respecting current and future budgets:

- Continued operational and financial review;
- On-going staff development for effective handling of workload;
- Bills 37 & 38 implementation;
- Zoning By-law update for all five member municipalities;
- Municipal Services Delivery Improvement Program Outcomes.