



RRPD

# RED RIVER PLANNING DISTRICT 2015 ANNUAL REPORT



## **Foreword**

As per the requirements of *The Planning Act*, we are pleased to provide the Board with the Annual Report for 2015.

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. In 2015 the RRPD saw an increase of 30% in the number of residential permits issued. This growth is guided by the District's and the East St. Paul Development Plans which were adopted in 2011 and 2014 respectively.

In the un-audited Financial Statements of December 31, 2015, the RRPD's assets were \$3,743,638.92 as compared to \$3,822,335.35 in 2014. This is a result of amortization now being recorded on the RRPD's new office facility. Revenues decreased by 47.1% in 2015 as compared to 2014 from \$2,835,330.69 to \$1,501,074.64 due to the issuance of the Selkirk Regional Hospital permit in 2014 and a 15% decrease in 2015 residential and commercial permit revenue.

Total expenditures were \$1,626,893.26 which is equivalent to the expenditures in 2014. Significant variances occurred in the following areas: increased expenditures in the areas of Violation Enforcement Services with the engagement of Prairie By-Law, Contract Work with the hiring of an Interim Executive Director and Property Taxes. Decreased expenditures were seen in the areas of Staff Development, Board Expenses, Cost Sharing Projects and Development Plan.

Several staff changes occurred in 2015:

- Elisabeth Saftiuk, Community Planner resigned in March 2015
- Matthew Fitzgerald, Assistant Manager resigned in April 2015
- Dieter Gnitzinger, Development Officer retired in April 2015
- Jennifer Ferguson, Executive Director began maternity leave in May 2015
- Linda McFadyen hired as Interim Executive Director in May 2015
- Vera Friesen, Receptionist, hired in June 2015
- Kate Moir, Community Planner, hired in July 2015
- Pawan Gill, Assistant Community Planner, hired in July 2015

- Linda McFadyen resigned as Interim Executive Director in August 2015
- Deepak Joshi, Interim Executive Director, hired November 2015
- Jennifer Lim, Community Planner, began maternity leave in December 2015

## **Highlights**

### **Statistical highlights for 2015 are as follows:**

- 645 Residential Permits issued
- 43 Commercial Permits issued
- 48 Development Permits issued
- 5 Land/ Shoreline Development Permits issued
- 82 Demolition Permits issued
- 55 Pool Permits issued
- 227 Residential Plumbing Permits issued
- 17 Commercial Plumbing Permits issued
- 34 Expired Plan Reviews
- 73 Occupancy Permits issued
- 24 Sign Permits issued
- 4 Temporary Placement Permits issued
- 26 Conditional Use Applications
- 21 Conditional Use/Variation/Subdivision extensions
- 5 Development Plan Amendment Applications
- 5 Rezoning Applications
- 39 Subdivision Applications
- 185 Subdivision Lot Fees/ Extensions
- 517 Variation Applications
- 7 Zoning letters
- 75 Zoning memorandums
- 8 Work Order letters

## **Staffing**

The Board was established in 1977 and staffed by 5 persons. In 2015 the RRPD employed 13 full time staff members. Prior to 1987 the Province of Manitoba provided 4 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, 2015, the RRPD employed the following staff members:

Deepak Joshi – Interim Executive Director  
Cynthia Grandmont – Manager of Finance and Corporate Services  
Ryan Nickel – Manager of Building Development  
Joe Kasprick – Development Officer  
Ray Parsons – Development Officer  
Bert Banville – Development Officer  
Krystal Wenzoski – Development Technician  
Derek Eno – Senior Community Planner  
Kate Moir – Community Planner  
Pawan Gill – Community Planning Assistant  
Ingrid Zarichney – Community Planning Assistant  
Jane Pepper – Administrative Assistant  
Vera Friesen – Receptionist

*On Maternity Leave:*

*Jennifer Ferguson – Executive Director*

*Jennifer Lim – Community Planner*

In the summer of 2015 staff went through a decertification process and are no longer unionized. The decertification showed that staff felt that they had commitment and trust from existing management and the Board. New staff policies, staff manual and terms of employments letters were developed and finalized with staff. Individual staff evaluations were completed with a commitment to review them annually.

### **Tasks and Service**

The RRPD provides a variety of services to the public, municipal officials, government agencies, the Board and municipal staff. Other services which are 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.

## **Building Permits Issued**

A total of 1,259 building permits were issued for 2015. Of these permits, 158 permits were for single family dwellings, a decrease from 258 in 2014 (-28%). A total of 43 permits were issued in the district for commercial and institutional.

Some of the significant commercial projects for 2015:

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

- Lower Fort Garry – Water Treatment Upgrade
- Lower For Garry – Waste Water Treatment Upgrade

### **City of Selkirk:**

- Christie Ave. – 12-Plex Apartment
- EIRHA – Main Street - Renovations
- Mark’s Work Warehouse - Addition
- Sports Check
- Selkirk Mental Hospital – Fire Alarm Renovation
- Seymour Pacific – Manitoba Ave. – 62 Unit Apartment
- Seymour Pacific – Manitoba Ave. – 71 Unit Apartment

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

- 3000 Main St. – 10,200 sq. ft. Storage Garage

Further information on activity in 2015 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 2014. Indications are that 2016 will be a similar year for building permit activity.

## **Violations**

As of the end of 2015 - 71 violations are active, with the distribution as follows:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
18	16	9	16	4	8

Details on violations are provided to the Board on a regular basis. Further examination and statistics will be provided in the future. Based on the above, there is strong indication once again that 2015 is going to be a busy year for violations and enforcement.

### **Subdivisions**

In 2015 the RRPD processed 39 subdivision applications:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
11	16	2	5	1	4

In 2015 the number of new lots created in the district totaled 185:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
19	22	2	139	0	3

### **Major Projects**

In 2014 the Planning Board 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. Throughout 2015, various recommendations have been implemented and it is anticipated that the bulk of the remaining recommendations should be addressed in 2016. The Board also initiated an operational and organizational review through the Interim Executive Director in November 2015. The intent of the operational review was to focus on service level improvements and to recommended process improvements which would help to achieve the expectations of the Board and stakeholders for the Red River Planning District. The recommendations will be put in place throughout 2016 in order to support continuous improvement and performance monitoring of the Red River Planning District's services.

## **Legal Issues**

Several court actions and Ombudsman reviews have been completed, with the assistance of legal counsel. It is anticipated that some enforcement measures may require the issuance of court orders which will be issued through consultation with the member municipality.

## **Future Considerations**

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

- Updating of the Zoning By-Laws and completion and preparation of secondary plans to comply with and implementation of the Development Plan
- On-going staff development for effective handling of increased workload, policy development and special study requirements, and issues management.
- Undertaking effective enforcement measures.
- Implementation of results of the Organizational and Operational Reviews.
- Staffing review and service level expectations.
- Identification and implementation of a sustainable funding model for 2017.
- Customer Service Improvements, either through technology or process improvements.