



RED RIVER PLANNING DISTRICT 2016 ANNUAL REPORT



Foreword

As per the requirements of *The Planning Act*, we are pleased to provide the Board with the Annual Report for 2016.

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, 2016, the RRPD's assets were \$3,804,516.00 as compared to \$3,739,177.53 in 2015. This is a result of a minimal increase in funds and accounts receivables. Revenues increased by 2.28% in 2016 as compared to 2015 from \$1,506,000.00 to \$1,540,363.02. The RRPD experienced an increase in commercial building permit revenue by 36.1% offset by a 20.1% decrease in residential permit revenue.

Total expenditures were \$1,518,973.01, which is an increase of 0.71% over expenditures in 2015. Significant variances occurred in the following areas: increased expenditures in the areas of Software/Computer Operations with the new RRPD website and Contract Work with the hiring of an Interim Executive Director. Decreased expenditures occurred in the areas of Property Tax and Development Plan.

Several staff changes occurred in 2016:

- Kate Moir, Community Planner, began maternity leave in April 2016
- Jennifer Ferguson, Executive Director returned from maternity leave at the end of August 2016
- Vera Friesen, Receptionist, began maternity leave in October 2016
- Jennifer Lim, Community Planner, returned from maternity leave in December 2016

Highlights

Statistical highlights for 2016 are as follows:

- 556 Residential Permits issued
- 79 Commercial Permits issued
- 20 Development Permits issued
- 1 Land/ Shoreline Development Permits issued
- 74 Demolition Permits issued
- 45 Pool Permits issued
- 216 Residential Plumbing Permits issued
- 33 Commercial Plumbing Permits issued
- 71 Expired Plan Reviews
- 179 Occupancy Permits issued
- 51 Sign Permits issued

- 11 Temporary Placement Permits issued
- 37 Conditional Use Applications
- 12 Conditional Use/Variation/Subdivision extensions
- 2 Development Plan Amendment Applications
- 10 Rezoning Applications
- 1 Secondary Plan Application
- 46 Subdivision Applications
- 168 Subdivision Lot Fees/ Extensions
- 274 Variation Applications
- 11 Zoning letters
- 62 Zoning memorandums
- 17 Work Order letters

Staffing

The Board was established in 1977 and staffed by five persons. In 2016, the RRPD employed 13 full time staff members. 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, 2016, 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
 Bert Banville – Development Officer
 Paul Prochorow – Development Officer
 Krystal Wenzoski – Development Technician
 Derek Eno – Senior Community Planner
 Pawan Gill – Interim Community Planner
 Jennifer Lim – Community Planner
 Ingrid Zarichney – Community Planning Assistant
 Jessica Ferris – Community Planning Assistant - Term
 Jane Pepper – Administrative Assistant
 Tiffany Pruden – Receptionist

On Maternity Leave:

Kate Moir – Community Planner

Vera Friesen - Receptionist

Tasks and Service

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

There were 1,266 building permits issued in 2016. Of these permits, 168 permits were for single-family dwellings, a 10% decrease compared to 185 permits issued in 2015. There were 79 permits commercial and industrial permits issued in 2016, an 84% increase compared to the 43 issued in 2015.

Some of the significant commercial projects for 2016:

R.M. of St. Clements:

- Boundary Road – Religious Facility
- 4618 Raleigh Street – Truck Storage Building
- IXL Crescent – Manufacturing/Warehouse/Office
- IXL Crescent – Commercial Building

R.M. of East St. Paul:

- 2550 McGregor Road – 3 Warehouses
- 3871 Henderson Hwy. – Contractor Suites
- 3200 Birds Hill Rd. – 8 Suite Apartment Complex

City of Selkirk:

- 1 Glen Hnatiuk Drive – Residential Home
- 5218 Dufferin – Four Plex
- 205-221 Mercy – Roof Replacement
- 215 Reid Ave. – 15 Unit Apartment Complex
- 805 Greenwood – MB Hydro – Addition and Renovation
- 145 Main St. – Steeltown Physiotherapy Building

R.M. of West St. Paul:

- 763 Kapelus – Commercial Shop
- 54 St. Paul Blvd. – Commercial Addition
- 871 Kapelus – Commercial Building

Further information on activity in 2016 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 2015. Indications are that 2017 will be a similar year for building permit activity.

Violations

As of the end of 2016 - 53 violations are active, with the distribution as follows:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
7	5	22	9	3	7

Details on violations are provided to the Board on a monthly basis. Based on the above, there is strong indication once again that 2016 is going to be a busy year for violations and enforcement.

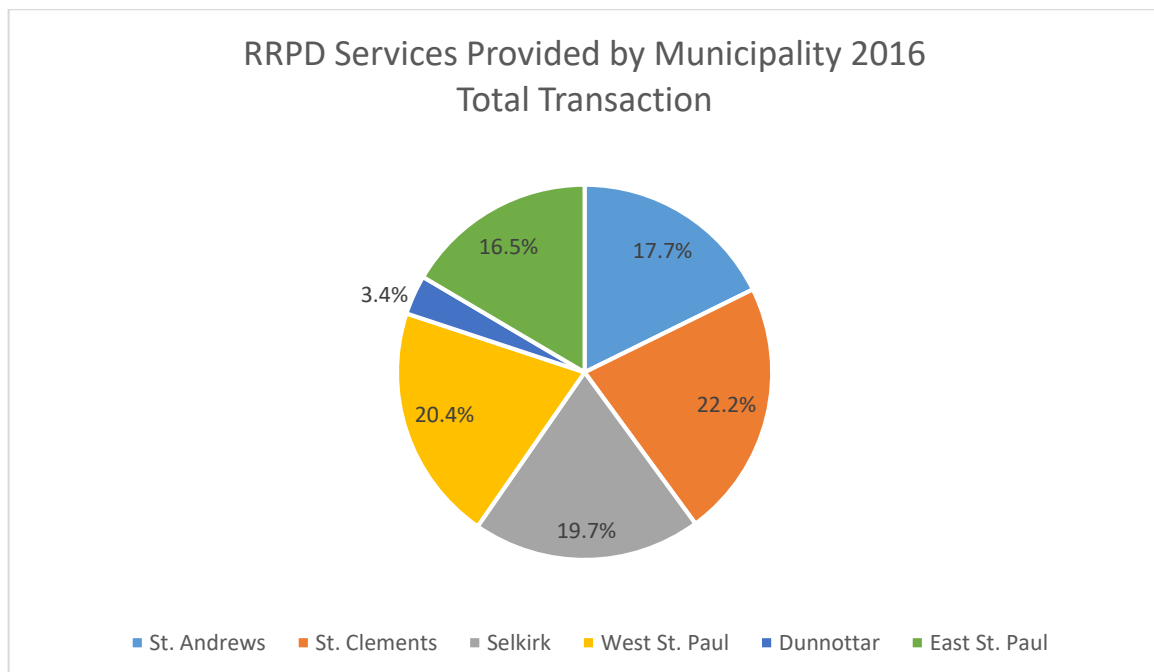
Subdivisions

In 2016 the RRPD processed 46 subdivision applications:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
14	13	3	10	0	6

In 2016 the number of new lots created in the district totaled 168:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
59	100	4	4	0	1



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 2016, various recommendations have been implemented, with only a couple of recommendations outstanding for 2017. 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 were put in place throughout 2016 with significant efficiencies being achieved. There will remain a focus on continuous improvement and performance monitoring of the Red River Planning District's services.

Service Improvements made in 2016:

- New RRPD logo and website
- Fast Track Development Permit Applications
- New Development Permit Applications
- Temporary Plan Review Staff Position to expedite single family dwelling permits
- Reduced permit turnaround times
- The Certified Professional Program for building permits
- Submission of Photographic Evidence for certain inspections
- Planning Application Standard Operating Procedures for staff
- Implemented Combined Planning Applications
- Introduced Registered Professional Program
- Requirement of Surveyor's Certificate for Subdivision applications of 3 lots or more
- Increased Planning Application circulation to member municipalities for input
- Updated Zoning By-laws for all member municipalities
- Customer Satisfaction Survey
- Reduction in Enforcement Process

As outlined in the 2014 Organizational Review, the Vision and Strategic Planning process began in the fall of 2016. It is expected that this will be adopted and acted upon in 2017.

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 District 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
- Continued implementation of results of the Organizational and Operational Reviews
- Identification and implementation of a sustainable funding model for 2017
- Customer service improvements
- Implementation of 2017 Strategic Plan
- Implementation of 2017 Work Plan