



RED RIVER PLANNING DISTRICT 2018 ANNUAL REPORT



Foreword

As per the requirements of *The Planning Act*, we are pleased to provide the Board with the Annual Report for 2018.

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, 2018, the RRPD's assets were \$4,306,850.61 as compared to \$4,093,674.13 in 2017. This is a result of an increase in cash funds. Revenues decreased by 6.8% in 2018 as compared to 2017 from \$2,200,430.43 to \$2,050,885.12. The RRPD experienced an increase in residential building permit revenue by 50.5%, residential plumbing permit revenue by 101.3% and subdivision lot fee revenue by 140.4%. This was offset by a decrease in commercial building permits of 42.8%, occupancy permits of 87.1% and variations of 37.1%.

Total expenditures were \$1,795,022.07, which is an increase of 1% over expenditures in 2017. Significant variances occurred in the following areas: increased expenditures in the areas of Mapping Upgrades with the RRPD ongoing implementation of ESRI for 2018/2019, 2018 Work Plan with the Communication Strategy, and Payroll as a result of additional plan review and inspection contract personnel. Decreased expenditures occurred in the areas of Staff Development, Board Expenses and Development Plan.

Staff changes for 2018:

- Kate Moir, Community Planner, resigned in January 2018

Highlights

Statistical highlights for 2018 are as follows:

Development Services:

- 238 Single Family Dwelling Permits issued
- 25 Multi Family Dwelling Permits issued
- 372 Other Residential Permits Issued
- 81 Commercial Permits issued
- 18 Development Permits issued
- 2 Land/ Shoreline Development Permits issued
- 56 Demolition Permits issued
- 53 Pool Permits issued
- 320 Residential Plumbing Permits issued
- 39 Commercial Plumbing Permits issued

- 65 Revisions to Plans
- 93 Expired Plan Reviews
- 60 Occupancy Permits issued
- 63 Sign Permits issued

Planning Services:

- 34 Conditional Use Applications
- 8 Conditional Use/Variation/Subdivision extensions
- 12 Rezoning Applications
- 1 Secondary Plan Application
- 39 Subdivision Applications
- 50 Subdivision Final Certificates issued
- 123 Variation Applications
- 3 Combined Hearings
- 15 Zoning letters
- 43 Zoning memorandums
- 10 Work Order letters

Staffing

The Board was established in 1977 and staffed by five persons. In 2018, the RRPD employed 14 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, 2018, 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
 Derek Eno – Senior Community Planner
 Pawan Gill –Community Planner
 Jennifer Lim – Community Planner
 Paul Bell – Community Planning Assistant
 Ingrid Zarichney – Community Planning Assistant
 Jane Pepper – Administrative Assistant
 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 1,575 building permits issued in 2018. Of these permits, 238 permits were for single-family dwellings, a 56% increase compared to 153 permits issued in 2017.

There were 81 commercial and industrial permits issued in 2018, consistent with 75 issued in 2017. A significant shift occurred from prior years of predominantly new commercial to renovations and additions in 2018.

Some of the significant commercial projects for 2018:

R.M. of St. Andrews:

- 961 Harriott Rd. – Cold Storage – Agricultural Commercial

R.M. of St. Clements:

- 5250 IXL Crescent – Office/Retail Showroom/Warehouse

R.M. of East St. Paul:

- 3-2665 Henderson Hwy. – Interior Development – Medical Office
- 2476 Wenzel – Warehouse x 2
- 2978 Birds Hill Rd. – Mini-Warehouse & Self Storage

City of Selkirk:

- 825 Manitoba Ave. – Renovation
- 366 Main St. – Addition & Exterior Upgrade
- 366 Main St. – Partial Demolition
- 366 Main St. – Renovation – Shopping Mall
- 366 Main St. – Interior Renovation – Grocery Store
- 71 Railway St. – Business Offices
- 200 & 210 Eaton Ave. – Firehall Addition
- 9 & 15 Wersch St. – Medical Centre
- 620 Manitoba Ave. – Retail & Gas Station
- 975 Main St. – Waste Water Treatment Plan

R.M. of West St. Paul:

- 100 St. Paul Blvd. – Contractors Establishment
- 961 Kapelus – Contractor Suites

- 17 & 25 Third St. – Business Office & Rental Warehouse Suites

Further information on activity in 2018 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 2017. Indications are that 2019 will be a similar year for building permit activity.

Violations

As of the end of 2018 - 48 violations are active, with the distribution as follows:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
14	12	5	7	5	5

Details on violations are provided to the Board on a monthly basis. Based on the above, there is strong indication once again that 2018 is going to be a busy year for violations and enforcement.

Subdivisions

In 2018 the RRPD processed 39 subdivision applications:

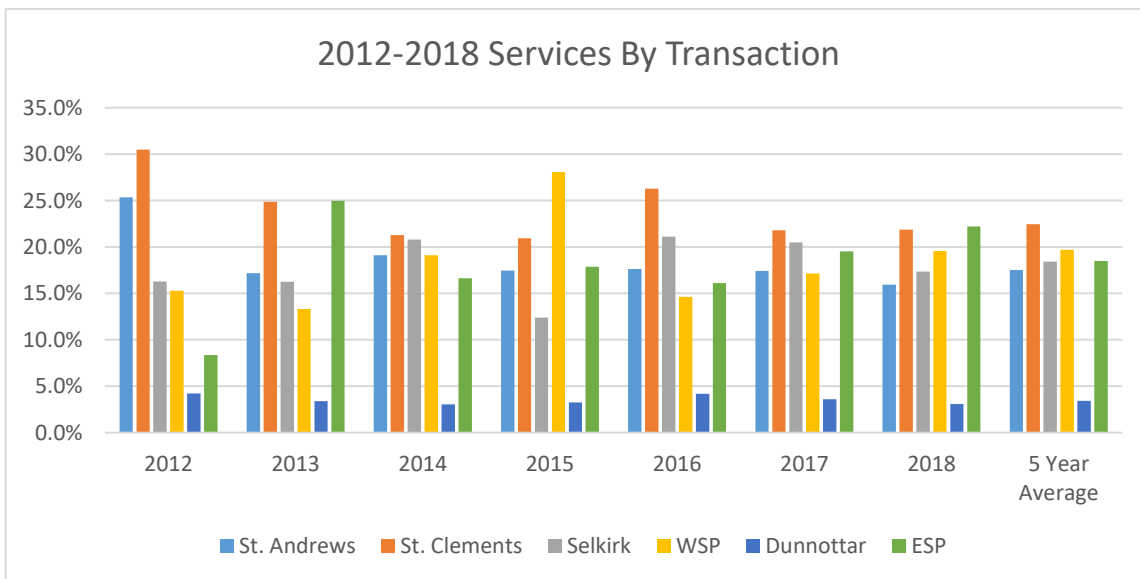
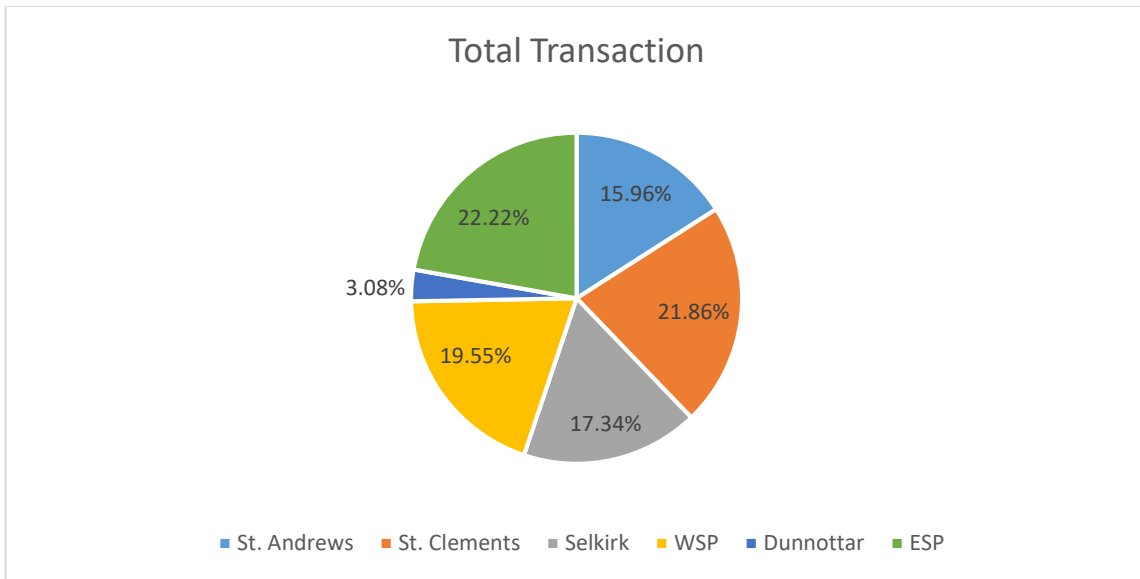
St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
12	13	3	5	0	6

In 2018 the number of new lots created in the district totaled 307:

St. Andrews	St. Clements	City of Selkirk	West St. Paul	Dunnottar	East St. Paul
20	22	20	204	0	41

Transactions by Municipality

In 2018 the RRPD processed 1,949 transactions for services provided to the district. This is up from 1,802 in 2017. Municipal members are generally requiring the same level of service within about 5% +/-, with the exception of Dunnottar.



Major Projects

Guiding documents such as the Organizational Review, Operational Review, Strategic Plan and Development Services review have informed an ambitious annual work plan that has resulted in many successes such as the GIS Migration project, streamlined processes, and a compliant process.

The Board and administration of the RRPD have been committed to continuous customer service improvements. This was demonstrated through the implementation of the first communication strategy for the organization and a comprehensive development services review.

As highlighted within the statistics increased demand for single-family building permits required swift action to ensure the RRPD staff were able to deliver on permit turnaround times. This included augmenting staff during peak season and working with the building industry to promote the Certified Professional Program and outline application requirements.

Legal Issues

Several court actions and Ombudsman reviews have been completed, with the assistance of legal counsel.

Future Considerations

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

- Completion of the District Development Plan;
- Updating six (6) Zoning By-law;
- Continuation of the GIS migration project;
- On-going staff development for effective handling of increased workload;
- Continued Customer Service improvements through implementation of the 2019 Work Plan;
- Human Resource Strategy;
- Comprehensive Communication Strategy;

- Renewal of the RRPD Strategic Plan;
- Implementation of 2019 Work Plan.