



SOUTH INTERLAKE
PLANNING



2018
Annual Report

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Message from the General Manager

On behalf of the South Interlake Planning District (SIPD), I proudly present our 2018 Annual Report.

This past year was a busy for the SIPD, with 69 development applications administered by staff, 539 permits issued, and 1,155 inspections conducted by SIPD inspectors. In addition, 2018 saw a spike in the value of new construction, which was a significant \$42.8 million. This was up considerably over 2017's total of \$24.3 million, and also above the seven-year average of \$38.2 million.



There were a number of other notable stories in 2018 for the SIPD organization, starting with the SIPD Board's membership. Following the municipal election on October 24, 2018, the SIPD Board experienced some notable changes, including the new appointments of SIPD Chair Clive Hinds and SIPD Deputy Chair Wes Taplin.

This past year, the SIPD worked very closely with the R.M. of Rockwood Council and their consultant, Landmark Planning + Design, on the review of the SIPD Development Plan (R.M. of Rockwood component). Several map and policy amendments were carefully considered during the process and have been incorporated into the SIPD Development Plan (currently pending Ministerial approval) in anticipation of future growth and development in Stony Mountain, Balmoral, and Gunton, in the coming years. This process is expected to be complete in early 2019.

In 2018, the SIPD also launched SIPD's new website. The website has been designed to be user-friendly and help explain SIPD's various development approval and permit processes and requirements in detail to better assist landowners and contractors with a wide variety of projects. The website is expected to continually evolve as new information and features are added to this ever important communication tool.

Finally, the SIPD was pleased to hire Kristine Sawry as their new Financial & Administrative Assistant in early 2018. Kristine has been a tremendous addition to the SIPD team by adding important financial management experience and essential administrative support on development applications and building permit files.

I thank the SIPD Board for the opportunity to serve them in 2018, and I know that the SIPD's team looks forward to continue serving the member municipalities and their citizens in 2019, ensuring that development is responsibly planned and managed throughout the Planning District.

Sincerely,

A handwritten signature in black ink, appearing to be 'Eric Shaw', written over a faint circular stamp or watermark.

Eric Shaw, MCIP, RPP
General Manager

Vision, Mission and Values

Vision

The "vision statement" is a forward-looking statement that paints a broad picture of what the organization wants to achieve. The statement guides the development of organizational values, goals, and objectives. In October 2016, the following vision statement was developed by the South Interlake Planning District (SIPD) Board with the assistance of HMC Management:

“Sufficiently resourced and appropriately governed, South Interlake Planning District provides services and direction for its members and customers at an optimal level.”

Mission

A “mission statement” clarifies the purpose and primary, measurable objectives of the organization. A mission statement is meant for employees and leaders of the organization. In October 2016, the following mission statement was developed by the SIPD Board with the assistance of HMC Management:

“To facilitate responsible land use planning and development within the South Interlake Planning District.”

Corporate Values

Corporate values shape the culture of an organization. They are the essence of the organization’s identity – the principles, beliefs, or philosophy. Many organizations focus mostly on their technical competencies but often forget that their values define who they are and how they operate. In October, 2016, the following corporate values were developed by the SIPD Board with the assistance of HMC Consulting:

- 1 Integrity:** Consider our moral and ethical obligations to all of our stakeholders when making decisions and taking action;
- 2 Collaboration:** Genuinely seek and value the input, perspectives and expertise of others, and encourage ideas and appreciate feedback from the outset;
- 3 Accountability:** We will be transparent and accountable to our members and their citizens, providing easy access to information, an outstanding customer service experience, and meaningful opportunities to participate in the planning process;

- ④ **Honesty:** Each of us demonstrates personal integrity, truthfulness and honesty in how we do our job. We inspire public confidence and trust in our organization;
- ⑤ **Equity:** Regulations and decisions will be applied equitably;
- ⑥ **Professionalism:** The SIPD Board and staff are expected to act professionally in all of our dealings with our customers.

Overview of the SIPD

The South Interlake Planning District (SIPD) is a partnership between the Rural Municipalities of Rockwood and Rosser, and the Towns of Stonewall and Teulon. The SIPD provides planning and building development services for the District. Our responsibilities include the adoption, administration and enforcement of the Development Plan for the entire district, the administration and enforcement of our member municipal Zoning By-Laws and Secondary Plans, and the administration of the Manitoba Building Code.

The District has an area of approximately 1,588 square kilometres with a total population of 15,205 (based on 2016 Statistics Canada Census). The Planning District is located immediately northwest of the City of Winnipeg along Provincial Trunk Highways No. 6 and 7, and abuts the municipalities of Headingley, St. Francois Xavier, Woodlands, Armstrong, Gimli, St. Andrews, East St. Paul and the City of Winnipeg. Provincial Trunk Highways No. 67 and 101 (Perimeter Highway) serve as the major east-west transportation routes.

SIPD Board

The South Interlake Planning District (SIPD) Board consists of directors appointed by the elected Council of each member municipality. Each municipality appoints two directors to the Board. In accordance with *The Planning Act*, the SIPD Board is responsible for governing the SIPD operations, including the adoption, administration, and enforcement of the Development Plan by-law for the entire District, and the administration and enforcement of the Zoning By-Laws, Secondary Plans, and any other applicable by-laws of its member municipalities and the SIPD.

The following municipal representatives comprise the South Interlake Planning District Board:

- Clive Hinds
SIPD Chairman (Town of Stonewall)
- Wes Taplin
Deputy Chairman (R.M. of Rockwood)
- Terry Hartle
Director (R.M. of Rockwood)
- Frances Smee
Director (R.M. of Rosser)
- Lee Garfinkel
Director (R.M. of Rosser)
- Walter Badger
Director (Town of Stonewall)

→ Debbie Kozyra
Director (Town of Teulon)

→ Danny Hutchinson
Director (Town of Teulon)

SIPD Staff

The South Interlake Planning District (SIPD) employs six full-time professional staff to provide planning, building, enforcement, and administrative related services to the District.

→ Eric Shaw, MCIP, RPP
General Manager & Development Officer

→ David Klausen
Chief Building Inspector

→ Deryl Brook
Building Inspector

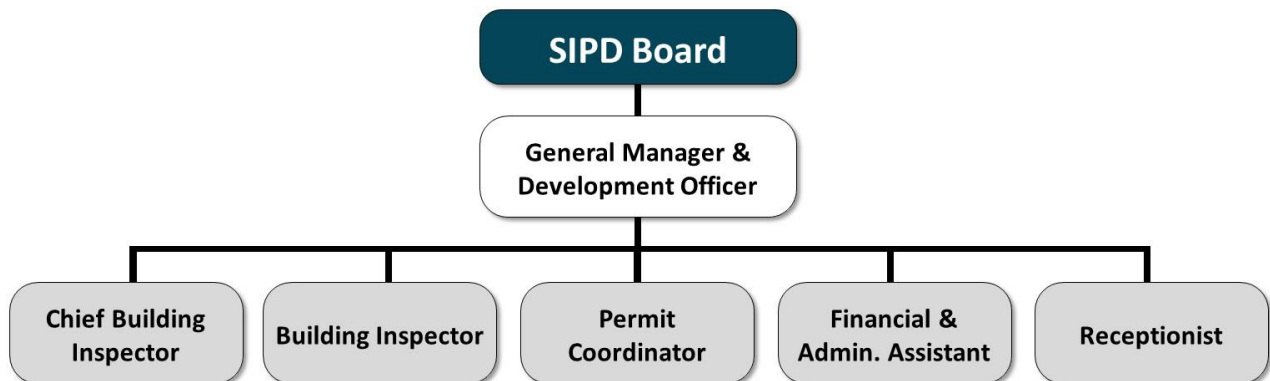
→ Laura Beech
Administrative Assistant

→ Kristine Sawry
Financial & Administrative Assistant

→ Lynn Hutman
Receptionist

Figure 1 illustrates the organizational structure of the South Interlake Planning District.

Figure 1: SIPD's Organizational Structure



Changes in 2018

New SIPD Board Appointments

There were several changes to the membership of the South Interlake Planning District (SIPD) Board over the past year, following Manitoba's municipal election on October 24, 2018. Most notably, on November 30, 2018, the SIPD Board nominated and appointed Clive Hinds (Town of Stonewall) as the new Chairman of the Board, and Wes Taplin (R.M. of Rockwood) as the new Deputy Chairman of the Board. Other new members of the SIPD Board include Terry Hartle (R.M. of Rockwood), Lee Garfinkel (R.M. of Rosser), Debbie Kozyra (Town of Teulon), and Danny Hutchinson (Town of Teulon). The SIPD also welcomes back Frances Smee (R.M. of Rosser) and Walter Badger (Town of Stonewall) to the Board. The first meeting of the new Board was held on November 30, 2018.

The SIPD staff would like to thank former Chairman Jim Campbell (R.M. of Rockwood) for his support and leadership during his tenure with the SIPD. Further, staff would also like to thank former Board members for their important contribution to the SIPD organization, including Angela Emms (R.M. of Rosser), Mark Hidlebaugh (R.M. of Rockwood), Bert Campbell (Town of Teulon), and Jim Dola (Town of Teulon).

SIPD Development Plan Review (Rockwood Component)

In 2016, the R.M. of Rockwood Council retained Landmark Planning & Design to review the R.M. of Rockwood component of the SIPD Development Plan. As a result of the review, Landmark Planning & Design, in close collaboration with the R.M. of Rockwood Council and the SIPD Board, prepared draft By-Law No. 2/17, which outlined a variety of map and text amendments to the Development Plan. Most of the proposed changes were specific to the R.M. of Rockwood, including the re-designation of lands north of Stonewall, in Stony Mountain, in Balmoral, and in Gunton. A number of general policy updates were also included in By-Law No. 2/17, including those related to: hazard lands and erosion and flooding; transportation; aggregate extraction; sewer, water and waste services; environmental preservation; rural subdivisions, and more.

First Reading of By-Law No. 2/17 was conducted by the SIPD Board on March 23, 2017. Following this, the SIPD Board scheduled a Public Hearing, which was held on May 16, 2018, to receive representations from the public on any aspects of the By-Law No. 2/17. At the Public Hearing, the SIPD Board also received a copy of Community & Regional Planning's report which included various government department and agency comments regarding the proposed By-Law No. 2/17, including a recommendation for several changes to be made to the By-Law prior to the Board conducting Second Reading.

Over the summer months of 2018, Landmark Planning & Design worked with the R.M. of Rockwood, the SIPD Board and the Province to address several changes to the draft By-Law No. 2/17 in an effort to address the issues raised in the Community & Regional Planning's report

presented at the May 16, 2018 Public Hearing. Following this, on October 19, 2018, the SIPD Board authorized minor alterations to By-Law No. 2/17, which addressed several of the issues and recommendations raised by the Province. After authorizing the minor alterations, the Board gave Second Reading to By-Law No. 2/17.

By-Law No. 2/17 has now been referred to the Minister of Municipal Relations for review and approval in accordance with Section 47(1) of *The Planning Act*. Notice of Second Reading was sent to three objectors who made representation at the May 16, 2018 Public Hearing, however, no additional objections were filed with the Minister. It is anticipated that the SIPD Board will be in a position to consider Third Reading of By-Law No. 2/17 early 2019.

Staffing Changes

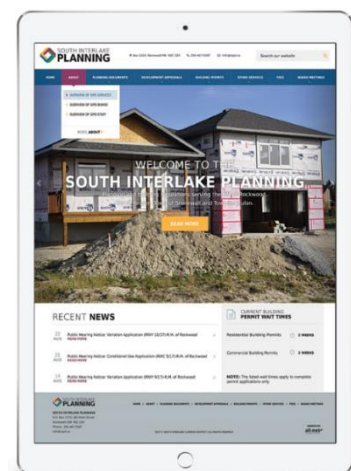
In January 2018, Kristine Sawry, joined the South Interlake Planning District (SIPD) as the new Financial & Administrative Assistant. Kristine, who is a resident of Stonewall, brings several years of senior administrative experience to the SIPD, having worked extensively in the manufacturing industry. Kristine is responsible for preparing and verifying financial records and reports for the SIPD, providing administrative support for development applications, managing payroll and benefits for the SIPD staff and indemnities for the SIPD Board, providing administrative support for enforcement files, assisting with the preparation of materials for monthly SIPD Board meetings, responding to incoming customer enquiries/requests, and much more. Kristine has quickly adapted to her new work environment and has established herself as an invaluable member of the SIPD team.

In late 2018, the SIPD Board approved the establishment of two new employment positions for the organization: Receptionist and Senior Building Inspector. With the growth of the Planning District, including increased development activity in CentrePort, the SIPD Board recognized the need to hire additional human resources to meet the demands on the SIPD's services. At the time of writing this report, the Receptionist position had just been filled by Lynn Hutman.

Website Launch

Since the SIPD's redesigned website was officially launched in January 2018, it has become a central information source for the public and the development industry conducting business in the South Interlake Planning District.

The website includes comprehensive information on the SIPD services, the statutory planning documents including the SIPD Development Plan and member municipal Zoning By-Laws, information on the various development approvals (e.g., subdivision, conditional use, variation, rezoning, etc.), comprehensive information on the wide range of permits that are



administered by the SIPD, information on enforcement, information on service fees, SIPD Board meeting minutes and agendas, and much more.

The website will continue to evolve in the coming months, with more information, tools, and guides added to the site in effort to assist the public and the development industry as much as possible with a wide range of projects.

Development Applications

Summary

The General Manager and Development Officer is primarily responsible for managing all development applications received by the South Interlake Planning District (SIPD), with support provided by administrative staff.

The volume of development applications applied for in 2018 was high, with a total of 69 applications received and managed by the SIPD. This represents an increase over 2017 and 2016 levels, when 63 and 59 development applications were applied for respectively. In 2018, development applications in the R.M of Rockwood accounted for 57% of the total volume, while applications in the Town of Stonewall accounted for 25% of the total. Applications in the R.M. of Rosser and Town of Teulon accounted for 16% and 3% of the total volume respectively.

It is important to note that certain development applications require the involvement and assistance from Manitoba’s Community & Regional Planning Branch (Interlake), including applications for Development Plan and Zoning By-Law amendments and subdivisions. The SIPD greatly appreciates the excellent support and assistance provided by the Province on these files.

Volume and Type by Municipality

Figures 2 & 3 and Table 1 below provide a summary of development applications that were active during the reporting period of January 1, 2018 to December 31, 2018:

Figure 2: Volume of Development Applications by Type (2018)

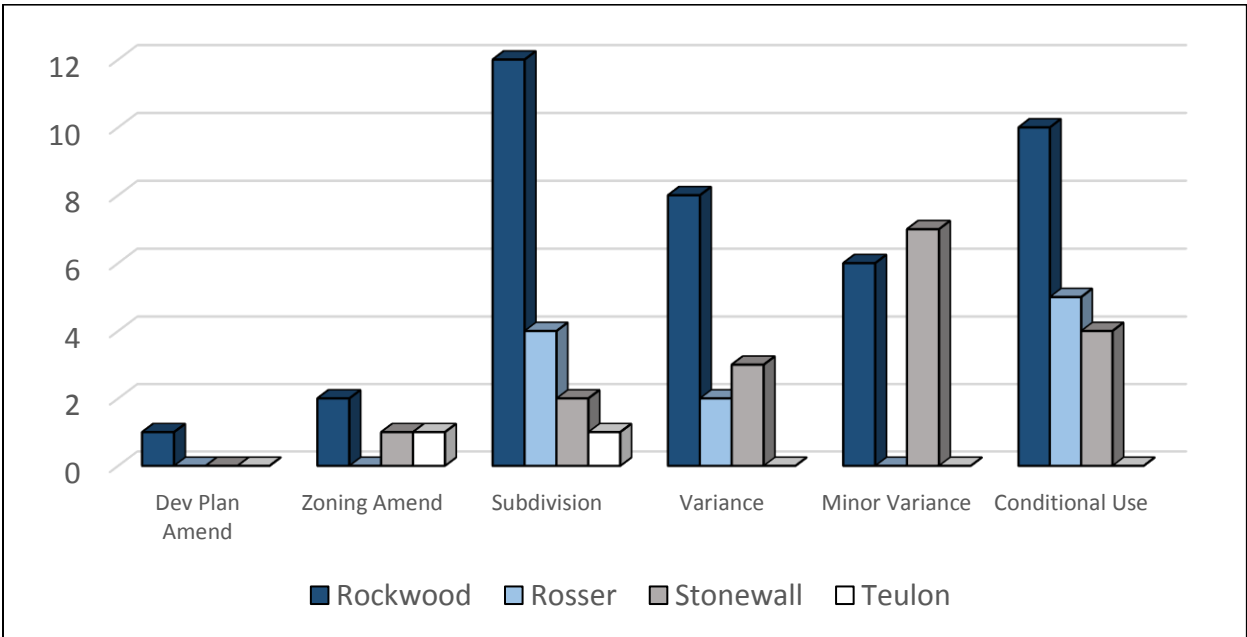
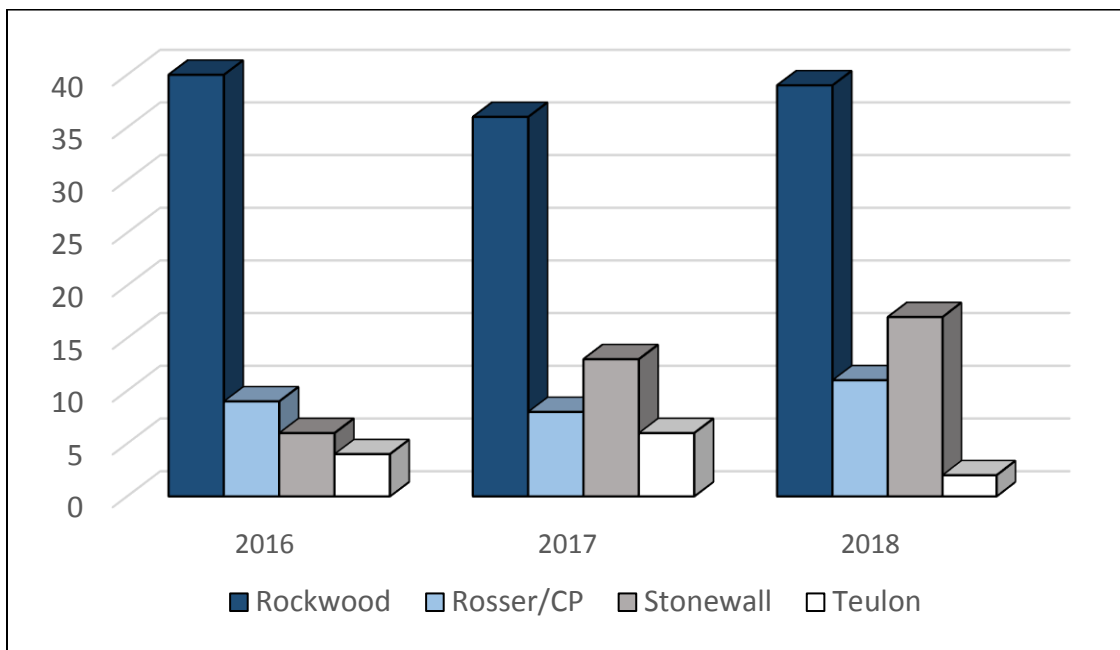


Table 1: Volume of Development Applications by Type (2018)

Application Type	Rockwood	Rosser	Stonewall	Teulon	Total
Development Plan Amendment	1	0	0	0	1
Zoning Bylaw Amendment	2	0	1	1	4
Subdivision	12	4	2	1	19
Variance	8	2	3	0	13
Minor Variance	6	0	7	0	13
Conditional Use	10	5	4	0	19
2018 TOTAL	39	11	17	2	69

2017 TOTAL	36	8	13	6	63
2016 TOTAL	40	9	6	4	59

Figure 3: Total Volume of Development Applications (2018)



Building Construction

Summary

In 2018, the total number of permits issued was 539, which is notably higher than the seven-year annual average (443) between 2012 and 2018.

More notably, the value of new construction in 2018 (\$42,858,059) was higher than the seven-year annual average (\$38,225,120). The value of new construction in 2018 (\$42,858,059) was also substantially more than the value of new construction built in 2017 (\$24,338,788).

This increase in construction value in 2018 is attributed to a few notable high-value building permit projects in 2018, including the Stony Mountain Institution kitchen renovations and exterior wall upgrades (\$7,819,872 value) and multi-tenant industrial building at 20 Ronn Road in CentrePort (\$7,001,845 value).

For additional context, the following are the top three 2018 permits (i.e., highest value of construction) for each member municipality in the SIPD:

R.M. of Rockwood:

- 1. Regent Construction Inc. / HMQ (Permit No. BRW 55/18):** Stony Mountain Institution Building B-12 Kitchen Renovations and Exterior Wall Upgrades (\$7,819,872 value)
- 2. New Haven Farms Ltd. / New Haven Holding Co. (Permit No. BRW 84/17):** Four-Plex (\$981,120 value)
- 3. Interlake Colony Farms Ltd. / Interlake Holding Co. Ltd. (Permit No. BRW 131/17):** Intec Steelworx Shop Addition (\$750,000 value)

R.M. of Rosser:

- 1. Bird Construction / 10005997 Manitoba Ltd. (Permit No. BR 9/18):** Multi-Tenant Industrial Building Shell (\$7,001,845 value)
- 2. Standard Aero Ltd. / HMQ & Winnipeg Airport Authority (Permit No. BR 3/17):** Upgrade to Existing Wind Tunnel at Test Facility (\$2,000,000 value)
- 3. Contempora Steel Builders / 5754411 Manitoba Ltd. (Permit No. BR 38/17):** Move Mobility Shop Addition (\$582,955 value)

Town of Stonewall:

- 1. Wizer Buildings Inc. / MityBuilt Products Inc. (Permit No. BST 30/17):** Warehouse and Auxiliary Showroom (\$1,022,062 value)
- 2. Morrison Homes / Richard & Josephine Jones (Permit No. BST 94/18):** Single-Family Dwelling (\$832,200 value)
- 3. Warkentin Homes Ltd. (Permit No. BST 12/18):** Single-Family Dwelling (\$310,000 value)

Town of Teulon:

1. **Olympic Buildings / Town of Teulon (Permit No. BT 13/18):** Teulon-Rockwood Fire Hall (\$1,138,659 value)
2. **10000274 Manitoba Ltd. (Permit No. BT 4/18):** Plumbing and Interior Renovations to Existing Single-Family Dwelling (\$400,000 value)
3. **Countryside Homes – Lance & Grace Barham (Permit No. BT 5/18):** New RTM Home (\$250,000 value)

Volume and Type by Municipality

Figure 4 and Table 2 provide a summary of the total volume of permits issued annually by the SIPD between 2012 and 2018:

Figure 4: Volume of Total Permits Issued (excl. Demolition) (2012-18)

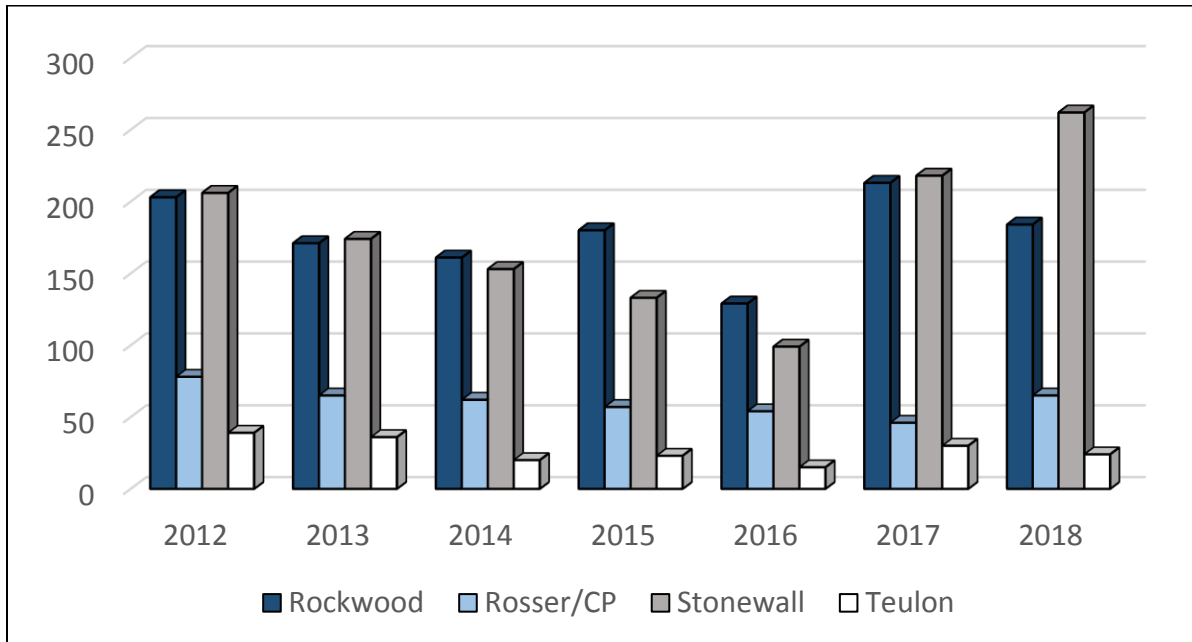


Table 2: Volume of Total Permits Issued (excl. Demolition) (2012-18)

Year	Rockwood	Rosser/CP	Stonewall	Teulon	Total
2012	203	78	206	39	526
2013	171	65	174	36	446
2014	161	62	153	20	396
2015	180	57	133	23	393
2016	129	54	99	15	297
2017	213	46	218	30	507
2018	200	65	250	24	539
'12-'18 AVG	180	61	176	27	443

Figure 5 and Table 3 provide a summary of the annual value of new construction associated with building permits issued by the SIPD between 2012 and 2018:

Figure 5: Value of New Construction (2012-18)

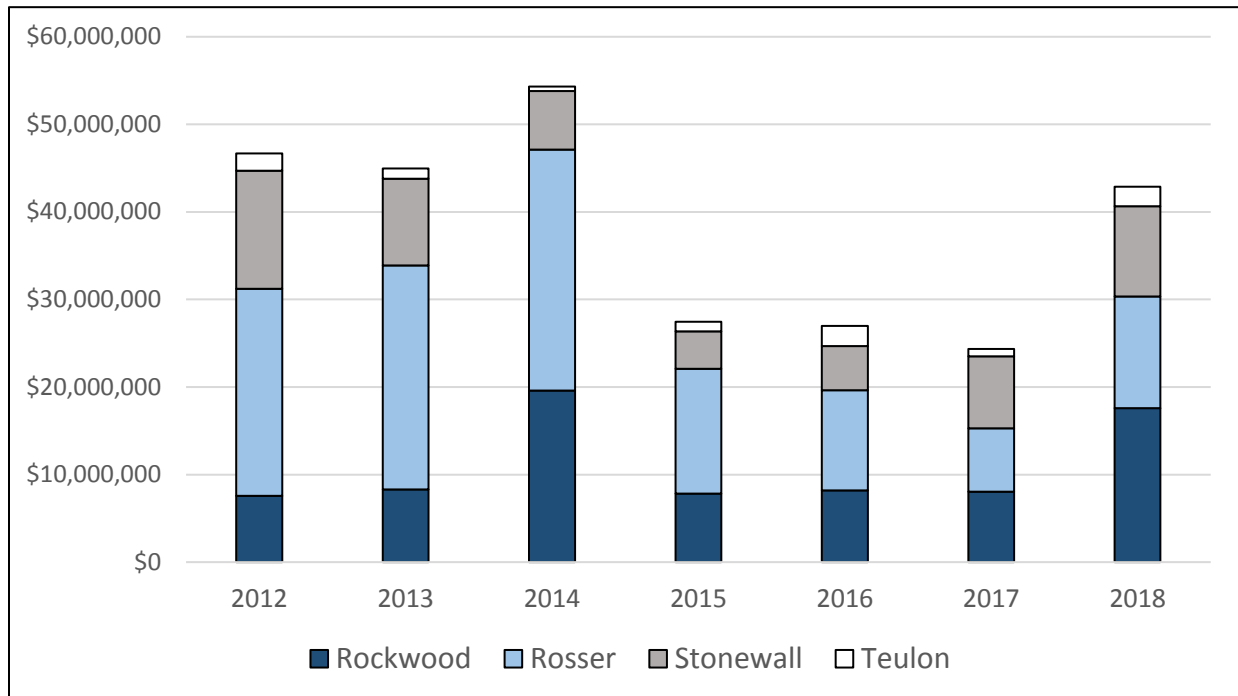


Table 3: Value of New Construction (2012-18)

Year	Rockwood	Rosser/CP	Stonewall	Teulon	Total
2012	\$7,588,095	\$23,642,966	\$13,471,703	\$1,982,405	\$46,685,169
2013	\$8,300,893	\$25,588,008	\$9,916,054	\$1,162,705	\$44,967,660
2014	\$19,588,947	\$27,533,411	\$6,680,936	\$508,470	\$54,311,764
2015	\$7,843,241	\$14,218,593	\$4,310,215	\$1,075,792	\$27,447,841
2016	\$8,197,653	\$11,438,747	\$5,047,893	\$2,282,266	\$26,966,559
2017	\$8,031,488	\$7,266,528	\$8,206,145	\$834,627	\$24,338,788
2018	\$17,575,744	\$12,766,543	\$10,311,599	\$2,204,173	\$42,858,059
'12-18' AVG	\$11,018,009	\$17,493,542	\$8,277,792	\$1,435,777	\$38,225,120

Table 4 provides a summary of building permits issued by the SIPD during the reporting period of January 1, 2018 to December 31, 2018:

Table 4: Volume of Building Permits Issued (2018)

	Rockwood	Rosser/CP	Stonewall	Teulon	Total
2018 TOTAL	77	24	108	14	223
2017 TOTAL	100	17	91	14	222

Table 5 provides a summary of development permits issued by the SIPD during the reporting period of January 1, 2018 to December 31, 2018:

Table 5: Volume of Development Permits Issued (2018)

	Rockwood	Rosser/CP	Stonewall	Teulon	Total
2018 TOTAL	75	26	87	7	195
2017 TOTAL	82	16	68	9	175

Table 6 provides a summary of occupancy permits issued by the SIPD during the reporting period of January 1, 2018 to December 31, 2018:

Table 6: Volume of Occupancy Permits Issued (2018)

	Rockwood	Rosser/CP	Stonewall	Teulon	Total
2018 TOTAL	6	8	7	2	23
2017 TOTAL	3	9	3	2	17

Table 7 provides a summary of plumbing permits issued by the SIPD during the reporting period of January 1, 2018 to December 31, 2018:

Table 7: Plumbing Permits Issued (2018)

	Rockwood	Rosser/CP	Stonewall	Teulon	Total
2018 TOTAL	42	7	48	1	98
2017 TOTAL	28	4	56	5	93

Table 8 provides a summary of demolition permits issued by the SIPD during the reporting period of January 1, 2018 to December 31, 2018:

Table 8: Demolition Permits Issued (2018)

	Rockwood	Rosser/CP	Stonewall	Teulon	Total
2018 TOTAL	1	0	1	0	2
2017 TOTAL	3	2	2	1	8

Table 9 provides a summary of inspections conducted by SIPD staff, for all permits and enforcement files, during the reporting period of January 1, 2018 to December 31, 2018:

Table 9: Inspections (2018)

Month (2018)	Rockwood	Rosser/CP	Stonewall	Teulon	Total
January	27	4	23	3	57
February	25	3	31	3	62
March	18	4	38	8	68
April	18	5	24	4	51

May	41	12	52	9	114
June	50	19	47	4	120
July	50	15	63	6	134
August	41	9	60	9	119
September	31	15	35	12	93
October	56	28	56	9	149
November	45	20	40	3	108
December	26	14	34	6	80
2018 TOTAL	428	148	503	76	1,155

2017 TOTAL	425	142	430	80	1,077
2016 TOTAL	426	112	417	54	1,009

Building permit related inspections increased between May through October 2018, which is the peak part of the construction season. It is not unusual for inspectors to conduct five or more inspections per day during this period.

Table 10 below provides a summary of the distance driven by SIPD inspectors for all inspections, for permits and enforcement files, during the period of January 1, 2018 to December 31, 2018:

Table 10: Kilometres Driven for All Inspections (2018)

Month (2018)	D. Brook	D. Klausen
January	1,010	560
February	504	628
March	1,216	462
April	895	590
May	1,331	837
June	1,244	851
July	1,270	1,303
August	1,432	498
September	672	780
October	2,058	1,323
November	986	645
December	852	963
2018 SUBTOTAL	13,470	9,440
2018 TOTAL	22,910	

	D. Brook	D. Klausen	D. Doolan
2017 SUBTOTAL	13,741	8,594	928
2017 TOTAL	23,263		

Enforcement Services

Summary

The SIPD is responsible for the enforcement of the SIPD Development Plan, member municipal Zoning By-Laws, and the Manitoba Building Code.

The SIPD’s enforcement procedure and file management process is consistent with the provisions of *The Municipal Act, The Planning Act*, and is similar to the R.M. of Rosser’s Enforcement By-Law No. 6-16. Enforcement complaints may be filed with the SIPD by completing a Violation Complaint Form, which is available on the SIPD’s website, and submitting it to the SIPD for review and investigation.

The greatest challenge with SIPD’s enforcement work is SIPD’s limited availability of human resource capacity to carry out the work. Each enforcement file takes considerable time to properly administer, including the preparation of various correspondence, site inspections, researching past permits and development approvals, liaising with member municipalities, engaging legal counsel, and communicating with property owners.

Table 11 below provides a summary of the number of active and rectified enforcement files during the period of January 1, 2018 to December 31, 2018:

Table 11: Enforcement Files (as of December 2018)

	Rockwood	Rosser/CP	Stonewall	Teulon	Total
Phase 1: Inquiry	3	2	1	0	6
Phase 2: Notice of Violation	4	3	1	0	8
Phase 3: Order to Comply	1	0	0	0	1
Phase 4: Municipal Intervention	0	0	0	0	0
Open Enforcement Files in 2018	8	5	2	0	15
Files Rectified in 2018	2	7	1	0	10
TOTAL Enforcement Files in 2018	10	12	3	0	25

SIPD's 2018 Operating Budget

Summary

The South Interlake Planning District (SIPD) experienced a positive budget year in 2018, thanks mostly to a high volume and high value of permit applications, with total year-end revenues exceeding expenditures, resulting in a surplus of \$139,782.85.

At year-end, the actual revenue for the SIPD was 131% of the budgeted revenue. Notable revenue streams that over-performed in 2018 included the building permit revenues (\$130,355 over budget), subdivisions (\$4,874 over budget), conditional use and variation applications (\$7,617 over budget), and zoning memorandums (\$3,400 over budget).

At year-end, total actual expenditures for the SIPD were 99% of budgeted expenditures. Savings were experienced with administration costs (savings of \$2,729) and SIPD Board costs (savings of \$4,754).

Table 12 below provides a summary of the annual balances for the SIPD between 2014 and 2018:

Table 12: SIPD's Actual Revenue vs. Actual Expenditure (2014-18)

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual
Revenue	\$519,385.15	\$388,462.27	\$461,497.15	\$405,651.56	\$660,243.45
Expenditure	\$425,188.95	\$411,559.67	\$424,425.18	\$480,679.19	\$520,460.60
NET BALANCE	\$94,196.20	(\$23,097.40)	\$37,071.97	(\$75,027.63)	\$139,782.85