



SOUTH INTERLAKE **PLANNING**



2020
Annual Report

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Message from the General Manager

On behalf of the South Interlake Planning District (SIPD), I proudly present our 2020 Annual Report.

This global pandemic has impacted businesses, organizations, and individuals in immeasurable ways over the last 12 months. During these unprecedented times, we have all been required to adapt to an ever-changing 'new normal' and question the future in ways we never have before. Despite the enormity of these challenges, we continue depending on our local communities, which remain strong and resilient, and which will be pivotal to our recovery in the months and years ahead.



The SIPD plays an important role in helping guide the growth and evolution of our local communities. In 2020, the SIPD's consistent service delivery would not have been possible without the daily commitment of SIPD's hard-working staff. Like many organizations, the pandemic has required the SIPD to adapt its services, including moving some online, to enable continued operation while strict social distancing and public health measures remain in place. Even during these uncertain times, the SIPD's staff have remained dedicated to processing planning applications and permits, conducting regular inspections, and assisting applicants, contractors and members of the community with their inquiries.

Despite the pandemic, the SIPD experienced another very busy year in 2020, issuing 709 permits for a total of \$121,906,010 in new construction. In fact, the volume of permits issued in 2020 represents a new annual record for the Planning District. To put this in perspective, the SIPD's eight-year annual average is 444 total permits issued. Certainly, a significant portion of this permit activity can be attributed to a variety of home improvements, which has been prevalent throughout the pandemic. However, the SIPD attributes the high construction values to sustained investment in the CentrePort, where significant land holdings continue to be subdivided and developed for a range of industrial and commercial projects. In addition, the Town of Stonewall and R.M. of Rockwood experienced strong construction levels in 2020.

This annual report is an opportunity to reflect on 2020, including various metrics related to the SIPD's core services, and to review some notable operational changes and projects.

I thank the SIPD Board for the opportunity to serve them in 2020, and I know that the SIPD's team looks forward to continue serving our member municipalities in 2021, 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 circular stamp or seal.

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 objective 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 Management:

- 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 managing 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.

While the Minister of Municipal Relations is the Approving Authority for subdivisions of land in most Manitoban communities outside the City of Winnipeg, this responsibility has been delegated to certain Planning District Boards, including the SIPD Board.

The following municipal representatives comprised the South Interlake Planning District Board in 2020:

- | | |
|---|---|
| → Frances Smee
<i>Chair (R.M. of Rosser)</i> | → Lee Garfinkel
<i>Director (R.M. of Rosser)</i> |
| → Clive Hinds
<i>Deputy Chair (Town of Stonewall)</i> | → Peter Bullivant
<i>Director (Town of Stonewall)</i> |
| → Wes Taplin
<i>Director (R.M. of Rockwood)</i> | → Anna Pazdzierski
<i>Director (Town of Teulon)</i> |
| → Terry Hartle
<i>Director (R.M. of Rockwood)</i> | → Cherise Griffin
<i>Director (Town of Teulon)</i> |

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 & Dev. Officer

→ Kristine Sawry

Financial & Administrative Assistant

→ James Schmidt

Senior Building Inspector

→ Laura Beech

Permit Coordinator

→ Deryl Brook

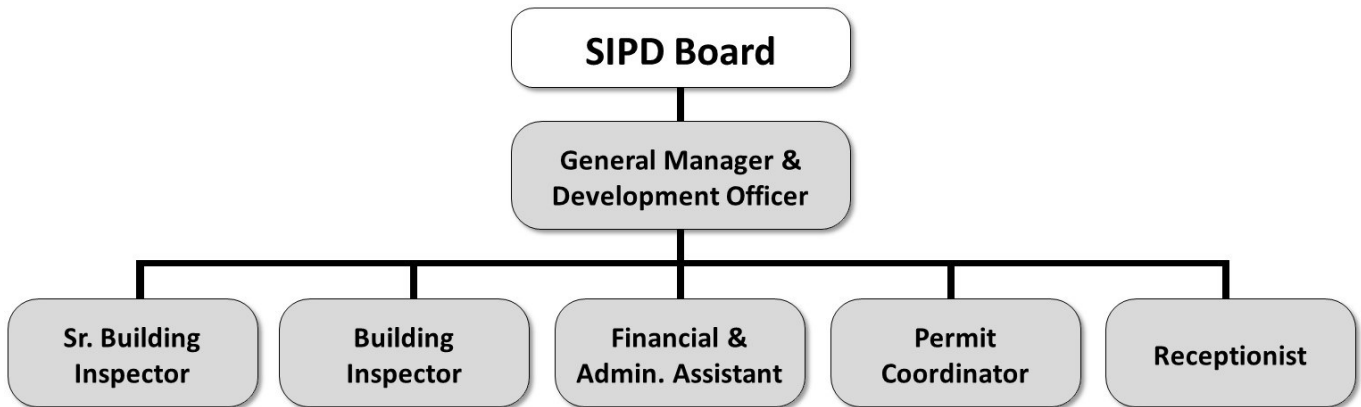
Building Inspector

→ Lynn Hutman

Receptionist

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

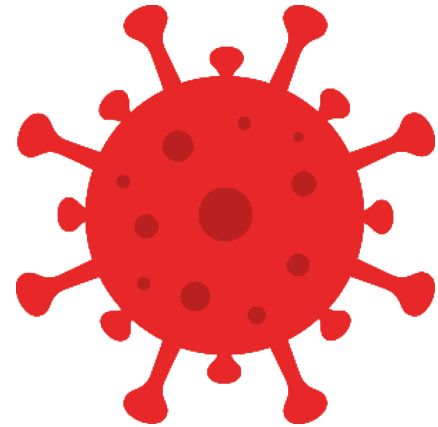
Figure 1: SIPD's Organizational Structure



Changes in 2020

Adapting Operations to COVID-19

This past year has been largely defined by the the global pandemic (COVID-19) and its immeasurable impacts on society. Despite the uncertainty in the construction industry, it has been imperative for the South Interlake Planning District (SIPD) to continue its operations as an essential service, ensuring safe, responsible and orderly development in all four member municipalities.



The pandemic resulted in two temporary office closures, during which the SIPD office was closed to the public. These temporary closures occurred during the periods of March 23, 2020 to June 1, 2020, and subsequently, from November 2, 2020 to present (as of the date of this report). Despite these closures, the SIPD has continued to operate at full capacity.

Like all organizations, the SIPD has been forced to adapt its operations. Staff adjusted application in-take procedures so that all planning and permit applications could be accepted electronically, including accepting E-transfers for payment purposes. New protocol was established to ensure inspections were conducted under safe conditions for all involved. In addition, the SIPD has helped coordinate several virtual public hearings with its member municipalities, to ensure adequate public access has been provided for various planning applications.

We anticipate the re-opening of the SIPD office in the weeks ahead, likely when the Provincial Pandemic Response System reduces its current response level from Red to Orange. When that occurs, the SIPD will be ready to welcome members of the public back into the premises. Essential safety protocol will be strictly enforced, including: limiting one applicant in the SIPD lobby area at a time, wearing a mask at all times when in the building, sanitizing your hands immediately upon entering the lobby area, and adhering to social distancing protocol. The SIPD has acquired protective front-counter guards and a sanitizer dispenser to assist with this protocol.

The SIPD looks forward to seeing many applicants and contractors face-to-face again, as we work towards a safe return to normalcy in the months ahead.

R.M. of Rosser Zoning By-Law Review

In 2019, the R.M. of Rosser Council identified the comprehensive review of Zoning By-law No. 15-14 (as amended) as a priority project during 2019-2020. This Zoning By-law only applies to lands outside of CentrePort. Council determined that the



current By-Law, which was last reviewed in 2015 and subsequently adopted in 2016, should be reviewed in close consultation with the community and key stakeholders, and should address new and emerging planning issues in the municipality.

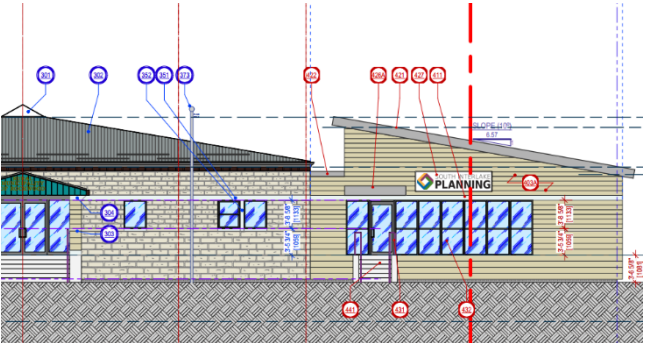
The review started in December 2019. Phase 1 and 2 – Issue Identification and Technical Review, respectively, were completed between January to May 2020 and included two Zoning Information Sessions in February 2020. The draft By-Law was written over the summer of 2020 and reviewed with the project steering committee and Council through the fall months. The review is currently in the final stage of the project, Phase 4, which includes public consultation (virtual), final updates to the draft By-Law, and eventually, Council’s adoption of the By-Law.

Some changes currently proposed in the draft Zoning By-Law concern detached secondary suites, temporary additional dwellings, home and farm-based commerce, shipping containers, home industries, obsolete plans of subdivision, and more.

The R.M. of Rosser Council intends to review community and Provincial input collected in early 2021 before making final changes to the draft Zoning By-Law. Adoption of the new Zoning By-Law is anticipated in 2021.

SIPD Office

As the Planning District grows and evolves, so does the South Interlake Planning District (SIPD) organization. In recognition of this, over the last several years, the SIPD Board has discussed the need to increase the size of the current SIPD office to provide adequate capacity for current and future staff, meeting facilities, and additional capacity for filing, equipment and furniture.



After investigating several options, the SIPD Board and R.M. of Rockwood agreed to explore the possibility of expanding of the R.M. of Rockwood Municipal Building, at 285 Main Street in Stonewall, to accommodate an expanded SIPD office.

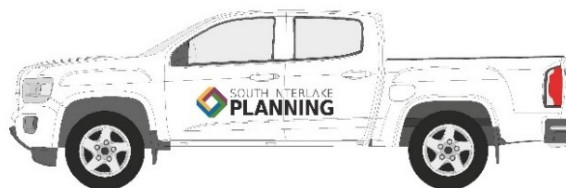
In late 2019, the R.M. of Rockwood retained the architectural services of Mistecture Architecture + Interiors Inc. to prepare the preliminary design of the proposed building addition. This preliminary design work was conducted between late 2019 and early 2021. The design contemplates a 7,000 ft² addition (main level and basement) off the north side of the Municipal Building. The main level of the addition (approximately 3,500 ft²) would function as a centralized office for the SIPD, including an independent access off of Main Street. The basement portion of the project includes additional storage capacity for the SIPD, as well as additional office capacity for the R.M. of Rockwood.

The benefits of the new SIPD office addition are many. The expanded office accommodates all staff in a centralized office and allows for future growth in the years ahead. In addition, the office proposes enhanced meeting space, increase filing capacity, and a spacious lobby and front-counter area for the public.

While the SIPD Board and R.M. of Rockwood have approved the preliminary design of the addition, final approval of the project is subject to budget approval and a successfully executed lease agreement between both parties. Pending final approval, the tentative start-date for construction is 2021.

Vehicle Fleet

In 2020, the SIPD Board authorized leases for two trucks for the SIPD’s inspectors to assist with the performance of their work duties. Previously, inspectors were required to utilize personal vehicles to conduct inspections throughout the planning district.



The two 2020 GMC Canyons, which have been decaled with the SIPD’s landmark, provide several benefits to the organization, including:



increased vehicle reliability, GPS performance and location tracking, increased visibility of SIPD inspectors throughout the planning district, and increased professionalism and branding for the SIPD organization.

Planning Applications

Summary

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

The number of planning applications applied for in 2020 was 83 applications, which represents an increase when compared to 2019 levels (i.e., 69 applications). In 2020, planning applications in the R.M of Rockwood accounted for 65% (54 applications) of the total volume, while applications in the Town of Stonewall accounted for 20% (17 applications) of the total. Applications in the R.M. of Rosser and Town of Teulon accounted for 11% (9 applications) and 4% (3 applications) of the total volume respectively.

It is important to recognize that certain development applications require the involvement and assistance from the Province of Manitoba’s Community Planning Branch (Selkirk), 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.

The Minister of Municipal Relations is the Planning Authority for development applications located within the Inland Port Special Planning Area (CentrePort). As a result, said applications have been excluded from the following Figures in this section of the report.

Volume and Type by Municipality

Figures 2, 3, 4 and 5 provide a summary of planning applications that were active during the reporting period of January 1, 2020 to December 31, 2020:

Figure 2: Volume of Planning Applications by Type (2020)

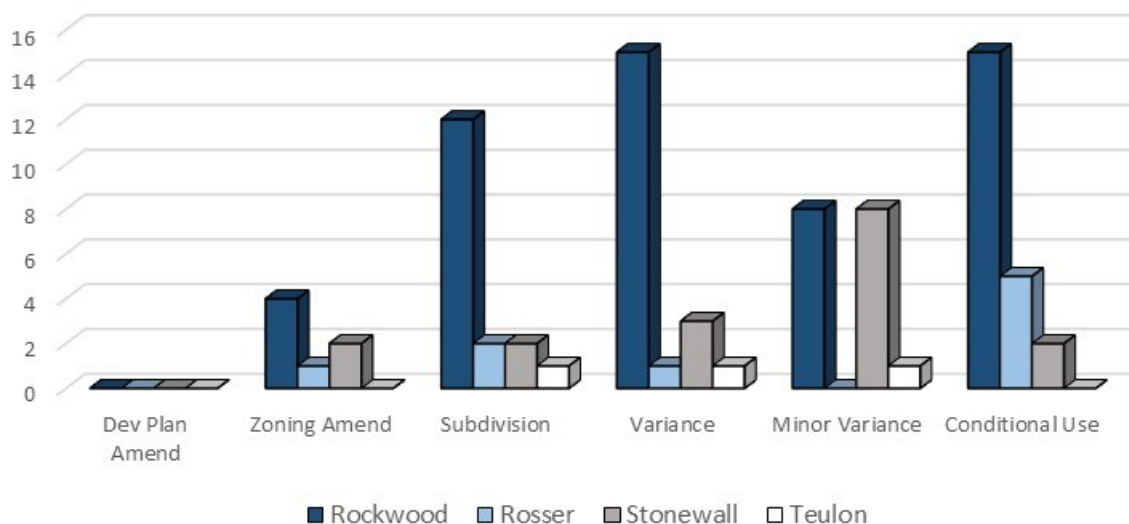


Figure 3: Volume of Planning Applications by Type (2020)

Application Type	Rockwood	Rosser	Stonewall	Teulon	Total
Development Plan Amendment	0	0	0	0	0
Zoning Bylaw Amendment	4	1	2	0	7
Subdivision	12	2	2	1	17
Variance	15	1	3	1	20
Minor Variance	8	0	8	2	17
Conditional Use	15	5	2	0	22
2020 TOTAL	54	9	17	3	83

2019 TOTAL	44	9	13	3	69
2018 TOTAL	39	11	17	2	69
2017 TOTAL	36	8	13	6	63
2016 TOTAL	40	9	6	4	59

Figure 4: Total Volume of Planning Applications by Municipality (2016-20)

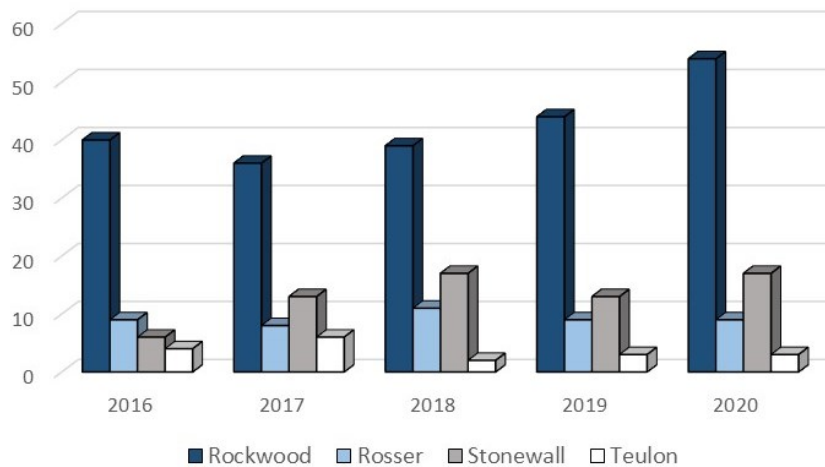
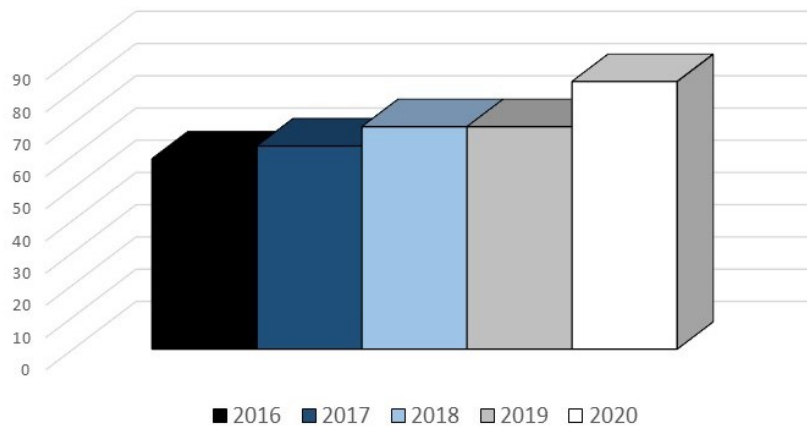


Figure 5: Total Volume of Planning Applications by Year (2016-20)



Building Construction

Summary

In 2020, the total number of permits issued was 709, which is comparable to the volume of permits issued in 2019 (707), although significantly higher than the eight-year annual average (444) between 2013 and 2020. The 709 permits issued in 2020 represents the highest volume of permits ever issued by the South Interlake Planning District (SIPD) in a single calendar year.

The value of new construction in 2020 was \$121,906,010, which represents a notable decrease to the value of new construction in 2019 (\$150,867,177). Nevertheless, 2020's annual value of new construction represents the second highest annual total in the Planning District's history, behind only 2019's total. The eight-year annual average of new construction value is \$54,851,540.

Despite the global pandemic, construction levels remained very strong in the Planning District in 2020. This is attributed to continued investment in the R.M. of Rosser, including several new multi-million dollar commercial and agricultural projects, continued single-family residential construction in the Town of Stonewall, and a mix of institutional, commercial and residential development throughout the R.M. of Rockwood.

For additional context, the following are the top three 2020 Building Permits (i.e., highest value of construction) issued for each member municipality in the SIPD:

R.M. OF ROCKWOOD

Applicant: Regent Construction Inc.
Owner: Her Majesty the Queen
Permit No.: BRW 151/20
Description: Stony Mountain Institute - C-17 Stores Freezer Replacement
Address: 10002 E Rd. 73N, Stony Mountain
Value: **\$955,622**

Applicant: Bird Construction Group
Owner: Her Majesty the Queen
Permit No.: BRW 152/20
Description: Stony Mountain Institute - C-12 Powerhouse Repairs
Address: 10002 E Rd. 73N, Stony Mountain
Value: **\$877,505**

Applicant: Rod & Pam Wilberforce
Owner: Rod & Pam Wilberforce
Permit No.: BRW 53/20
Description: New Single-Family Dwelling
Address: 2--50813 (Rd. 8E)
Value: **\$825,000**

R.M. OF ROSSER

Applicant: Bird Construction Inc.
Owner: 11410083 Canada Ltd.
Permit No.: BR 16/20
Description: Merit Functional Foods Corp. - Main Building and Scale Shed
Address: 400 Goldenrod Dr., CentrePort
Value: **\$48,000,000**

Applicant: FWS Industrial Projects Canada Ltd.
Owner: Viterra Inc.
Permit No.: BR 56/20
Description: Viterra Grain Terminal and Maintenance Building
Address: 65 036 Rd. 5E
Value: **\$25,779,014**

Applicant: Nejmark Architect Inc.
Owner: Eretz Farms Ltd.
Permit No.: BR 98/20
Description: Steele Business Park - Multi-Tenant Industrial Building #1 (Shell Only)
Address: Pt. SE 28-11-2E, CentrePort
Value: **\$10,000,000**

TOWN OF STONEWALL

Applicant: Warkentin Homes Ltd.
Owner: Bill & Kathryn Murphy
Permit No.: BST 124/20
Description: New Single-Family Dwelling
Address: 34 Kurelek Cres.
Value: **\$400,000**

Applicant: Warkentin Homes Ltd.
Owner: Quarry Ridge Park Developments Ltd.
Permit No.: BST 6/20
Description: New Single-Family Dwelling
Address: 15 Kurelek Cres.
Value: **\$376,000**

Applicant: Warkentin Homes Ltd.
Owner: Warkentin Homes Ltd.
Permit No.: BST 96/20
Description: New Single-Family Dwelling
Address: 17 Kurelek Cres.
Value: **\$359,000**

TOWN OF TEULON

Applicant: PCL Constructors Canada Inc.
Owner: Interlake Regional Health Authority Inc.
Permit No.: BT 19/20
Description: Patient Care Visitation Shelter
Address: 162A Third Ave. SE
Value: **\$200,000**

Applicant: Garage Masters
Owner: David & Julie Leduchowski
Permit No.: BT 12/20
Description: Residential Detached Garage
Address: 140 First Ave. NW
Value: **\$36,000**

Applicant: 10000274 Manitoba Ltd.
Owner: 10000274 Manitoba Ltd.
Permit No.: BT 11/20
Description: Residential Deck
Address: 44 First St. SE
Value: **\$18,900**

Volume and Type by Municipality

Figures 6 and 7 provide a summary of the total volume of permits issued annually by the SIPD between 2013 and 2020:

Figure 6: Volume of Total Permits Issued (excl. Demolition) (2013-20)

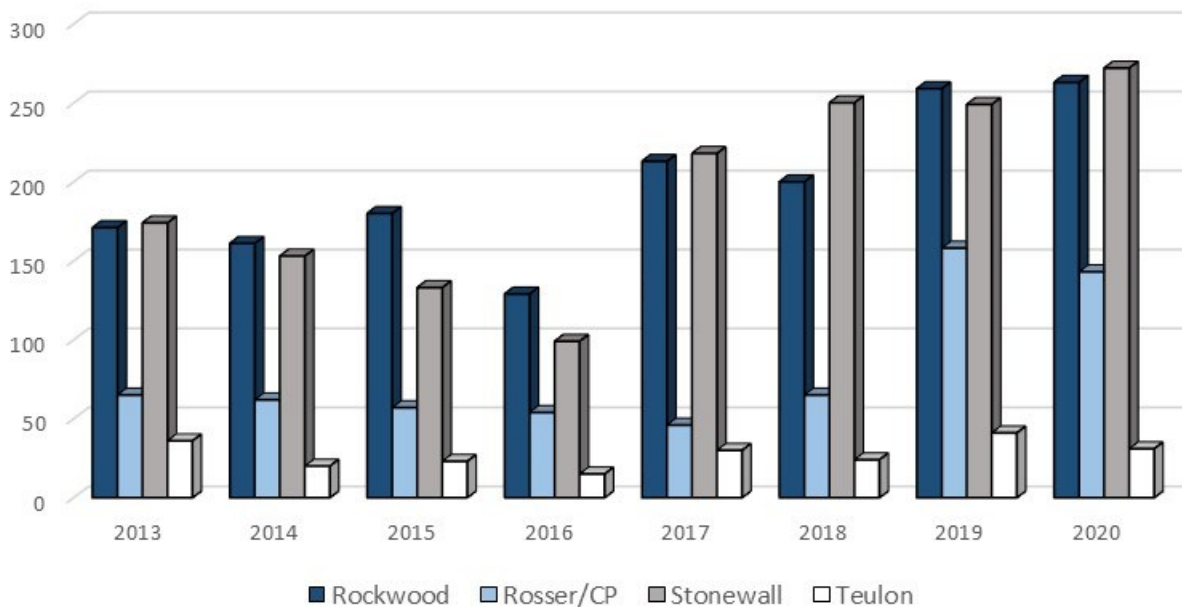


Figure 7: Volume of Total Permits Issued (excl. Demolition) (2013-20)

Year	Rockwood	Rosser/CP	Stonewall	Teulon	Total
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
2019	259	158	249	41	707
2020	263	143	272	31	709
'13-'20 AVG	175	72	172	24	444

Figure 8 and 9 provide a summary of the annual value of new construction associated with building permits issued by the SIPD between 2013 and 2020:

Figure 8: Value of New Construction (2013-20)

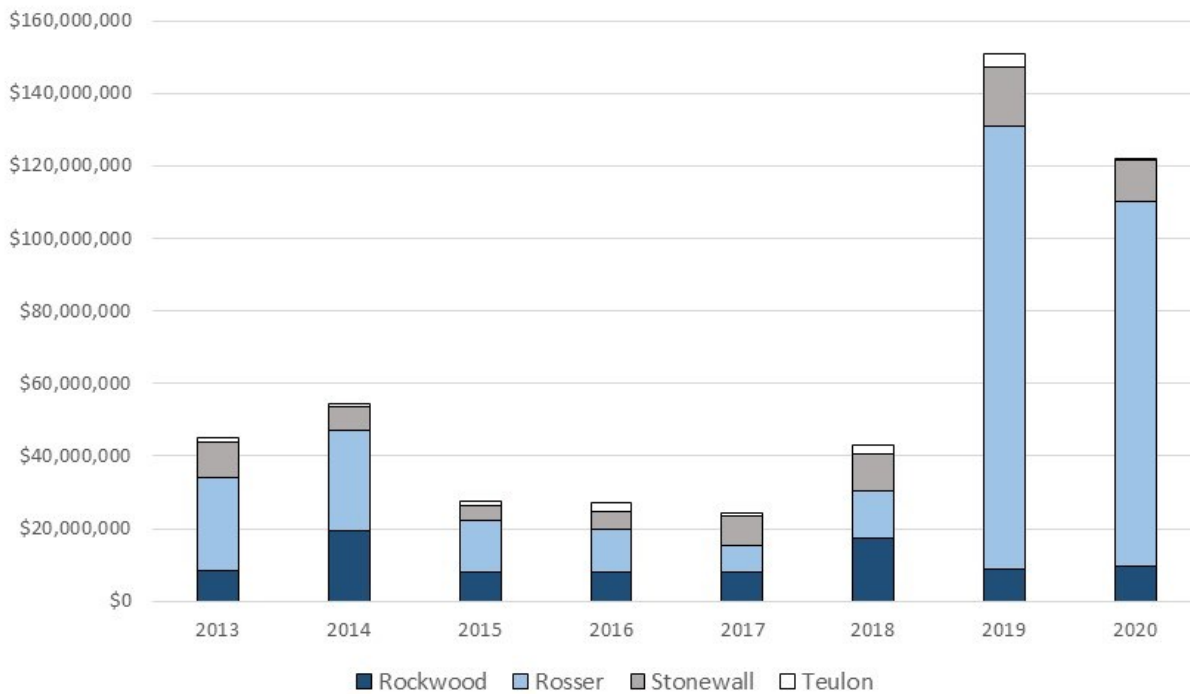


Figure 9: Value of New Construction (2013-20)

Year	Rockwood	Rosser	Stonewall	Teulon	Total
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
2019	\$8,833,567	\$122,150,760	\$16,185,130	\$3,697,720	\$150,867,177
2020	\$9,801,613	\$100,378,044	\$11,375,535	\$350,818	\$121,906,010
'13-20' AVG	\$9,797,016	\$35,704,515	\$8,003,723	\$1,346,286	\$54,851,540

Figure 10 provides a summary of building permits issued by the SIPD during the reporting period of January 1, 2020 to December 31, 2020:

Figure 10: Volume of Building Permits Issued (2020)

	Rockwood	Rosser	Stonewall	Teulon	Total
2020 TOTAL	104	28	111	12	255
2019 TOTAL	110	50	104	18	282

Figure 11 provides a summary of development permits issued by the SIPD during the reporting period of January 1, 2020 to December 31, 2020:

Figure 11: Volume of Development Permits Issued (2020)

	Rockwood	Rosser	Stonewall	Teulon	Total
2020 TOTAL	108	50	98	11	267
2019 TOTAL	102	54	86	13	255

Figure 12 provides a summary of individual occupancy permits (i.e., not associated with Building Permits) issued by the SIPD during the reporting period of January 1, 2020 to December 31, 2020:

Figure 12: Volume of Individual Occupancy Permits Issued (2020)

	Rockwood	Rosser	Stonewall	Teulon	Total
2020 TOTAL	13	47	15	6	81
2019 TOTAL	9	19	6	3	37

Figure 13 provides a summary of plumbing permits issued by the SIPD during the reporting period of January 1, 2020 to December 31, 2020:

Figure 13: Plumbing Permits Issued (2020)

	Rockwood	Rosser	Stonewall	Teulon	Total
2020 TOTAL	38	18	48	2	106
2019 TOTAL	38	35	53	7	133

Figure 14 provides a summary of demolition permits issued by the SIPD during the reporting period of January 1, 2020 to December 31, 2020:

Figure 14: Demolition Permits Issued (2020)

	Rockwood	Rosser	Stonewall	Teulon	Total
2020 TOTAL	4	6	1	1	12
2019 TOTAL	1	0	1	0	2

Figure 15 provides a summary of inspections conducted by SIPD staff, for all permits and enforcement files, during the reporting period of January 1, 2020 to December 31, 2020:

Figure 15: Volume of Inspections (2020)

Month	Rockwood	Rosser	Stonewall	Teulon	Total
January	12	23	24	10	69
February	6	22	34	11	73
March	8	31	35	10	84
April	14	19	37	6	76
May	30	30	43	0	103
June	27	32	46	10	115
July	49	33	51	3	136
August	38	31	32	2	103
September	43	37	39	8	127
October	34	27	50	3	114
November	29	27	41	5	102
December	28	27	43	2	100
2020 TOTAL	318	339	475	70	1,202

2019 TOTAL	379	218	532	84	1,213
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 and December 2020, exceeding 100 inspections per month. In years past, the SIPD typically experienced a decrease with permit applications and associated inspections in the latter months of the year (November-December). However, over the last few years, consistent construction activity has continued to the end of the year, resulting in a steady volume of inspections for 8-10 months of the year.

Figure 16 provides a summary of the distance driven by SIPD inspectors for all inspections, for permits and enforcement files, during the period of January 1, 2020 to December 31, 2020:

Figure 16: Kilometres Driven for All Inspections (2020)

Month	Total KMs Driven
January	1,813
February	1,258
March	4,931*
April	3,224*
May	4,700*
June	4,167*
July	3,584*
August	4,147*
September	4,425*
October	4,464*
November	4,169*
December	3,631*
2020 TOTAL	44,513 KMs

2019 TOTAL	23,107 KMs
2018 TOTAL	22,910 KMs
2017 TOTAL	23,263 KMs

** The SIPD began leasing fleet vehicles in March 2020. As a result, mileage between March and December includes kilometres driven for all inspections and trips to/from the homes of SIPD Inspectors.*

Enforcement Services

Summary

The South Interlake Planning District (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 is consistent with the provisions of *The Municipal Act* and *The Planning Act*. Enforcement complaints may be filed with the SIPD by submitting and completed Violation Complaint Form, which is available on the SIPD's website. The SIPD reviews all submissions and proceeds with enforcement where the complaints have merit.

An ongoing challenge with SIPD's enforcement work is the organization's limited human resource capacity to carry out the administrative duties required to rectify each file. Each 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. The SIPD Board will consider increasing its resource capacity for this work in the future.

SOUTH INTERLAKE PLANNING
 South Interlake Planning District
 201 River Street, P.O. Box 1219
 Carleton Place, ON, N4C 2Z2
 T: 224-617-5337 • F: 224-627-8333
 E: info@sipd.ca • W: www.sipd.ca

VIOLATION COMPLAINT FORM

The South Interlake Planning District (SIPD) addresses violations associated with permits issued by the SIPD, Variance and Conditional Use Orders, member municipal Zoning By-Laws, member municipal Building By-Laws, and the Manitoba Building Code. For more information on the enforcement process, please contact the SIPD office.

Complaints may be filed by completing this form and submitting it to the SIPD office by fax, in person or by email. Please ensure that all sections are completed in full. Complaints without this information will not be investigated.

The personal information provided on this form is collected for the purpose of responding to your concerns and will not be disclosed.

SUBMITTER'S CONTACT INFORMATION

Name (First & Last) _____
 Mailing Address: (Street) _____ (City) _____ (Province) _____ (Postal) _____
 Phone Number: (Area) _____ (Number) _____
 Email Address: _____

COMPLAINT INFORMATION

Town or Municipality: Town of Stonewall Town of Teulon R.M. of Rockwood E.M. of Rosser / Carleton Place
 Property Address: _____ (City) _____ (Province) _____ (Postal) _____

Detailed Description of Concern: _____

Check this box if you are attaching additional information and/or photographs that are applicable to your complaint.

FOR OFFICE USE ONLY

INTAKE DATE: _____ RECEIVED BY: _____ FILE NO.: _____

Figure 17 below provides a summary of the number of open and rectified enforcement files during the period of January 1, 2020 to December 31, 2020:

Figure 17: Enforcement Files (2020)

	Rockwood	Rosser/CP	Stonewall	Teulon	Total
Open Enforcement Files in 2020	21	2	4	0	27
Files Rectified in 2020	25	5	12	4	46
TOTAL Enforcement Files in 2020	46	7	16	4	73

SIPD's 2020 Operating Budget

Summary

The South Interlake Planning District (SIPD) experienced a positive budget year in 2020, despite uncertain circumstances resulting from the global pandemic.

At year-end, total revenue for the SIPD was 91% of budget, for a total of \$822,705. Notable revenue accounts that over-performed in 2020 included Zoning By-Law amendments, development permits, subdivisions, and development permits.

At year-end, total expenditures for the SIPD were 77% of budget. Savings were achieved in several expenditure accounts in 2020, including professional fees, special projects, SIPD Board indemnities, administration (office), and administration (miscellaneous).

Figure 18 below provides a summary of the annual balances for the SIPD between 2016 and 2020:

Figure 18: SIPD's Actual Revenue vs. Actual Expenditure (2016-20)

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual
Revenue	\$461,497.15	\$405,651.56	\$660,243.45	\$1,922,761.59	\$822,705.12
Expenditure	\$424,425.18	\$480,679.19	\$520,460.60	\$706,068.37	\$691,930.29
NET BALANCE	\$37,071.97	(\$75,027.63)	\$139,782.85	\$1,216,693.22	\$130,774.83