

2019

Opportunity Profile

General Manager & Building Inspector

Keystone Planning District



MANAGEMENT INC.

Expert Advice You Can Count On

August 2019

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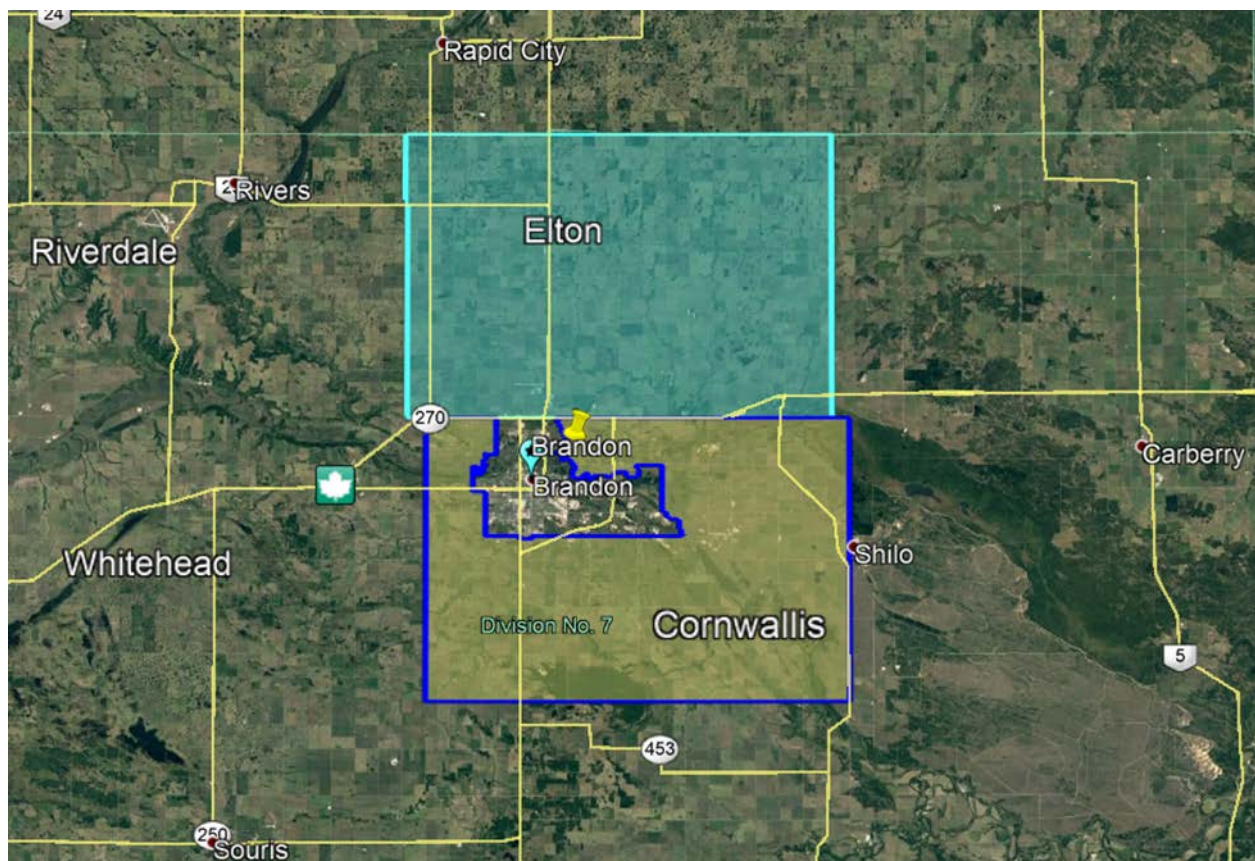
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ABOUT KEYSTONE PLANNING DISTRICT

The Rural Municipality of Cornwallis (Cornwallis) and the Rural Municipality of Elton (Elton) are currently members of Brandon and Area Planning District (BAPD), of which the City of Brandon (Brandon) is also a member. THE PLANNING DISTRICT IN ITS CURRENT STRUCTURE WILL BE DISBANDING AT THE END OF 2019 AND BRANDON WILL NOT BE A PART OF THE PLANNING DISTRICT.

Following the withdrawal of Brandon, Cornwallis and Elton will rename the planning district to **Keystone Planning District (KPD).**

The geographical area representing the new planning district is approximately 40 Kilometers / X 30 Kilometres representing approximately 1155 square kilometres when encapsulating the City of Brandon.



Fast Facts

TABLE 1 KPD PARTNER POPULATIONS

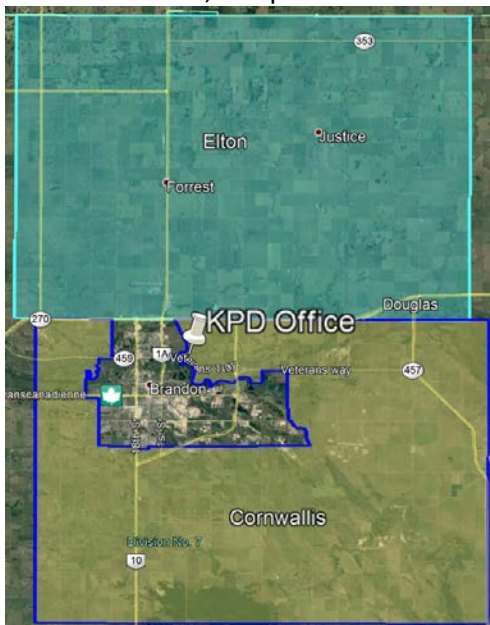
Municipality	¹ 2016 Population
Cornwallis	² 3,055
Elton	1273
TOTAL	4328

TABLE 2 INTERNAL MUNICIPAL TRAVEL DISTANCES TO KPD OFFICE

Municipality	Max Travel Distance to Cornwallis Office
Elton	
Farthest Boundary	45 km
Forrest	14 km
Justice	25 km
Cornwallis	
Farthest Boundary	35 km

Office Location

The KPD will be located in the RM of Cornwallis municipal office. Each municipal partner office will provide basic “path finding” to ensure that those requiring the services of the KPD, get to the right person as quickly and easily as possible. Municipal partner staff, while providing contact information directly to those looking for KPD services, will provide the website address as an information source as well.



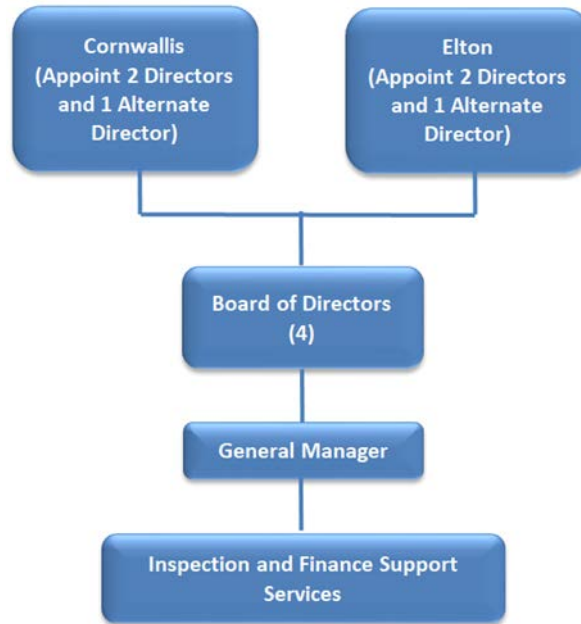
¹ Statistics Canada

² Cornwallis does not provide any planning services to CFB Shilo. The approximate population for the base is 1465 so Cornwallis net population is 3055 for the purposes of Planning.

The Board of Directors

In compliance with applicable legislation and with the establishment of KPD organizational and procedural bylaws, the Board of Directors for KPD is comprised of 4 Directors requiring each member to appoint 2 Directors to the Board and an alternate.

FIGURE 1 KPD CORPORATE STRUCTURE



Board Meetings

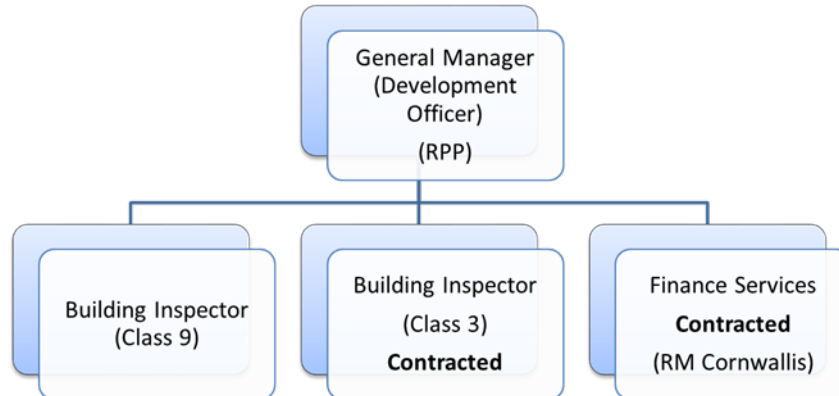
Regular Board Meetings are held monthly with public hearings and other meetings are held as required.

All regularly scheduled meetings are held at the KPD office in Cornwallis, Manitoba.

Staff Structure

In order to deliver the services and fulfill the functions of KPD, the following staffing and contract requirements are being secured:

FIGURE 2 KPD STAFF STRUCTURE



KPD Core Services Summary

KPD will provide the following “Core Services” to its members:

- The development plan for the entire district;
- The administration and enforcement of appropriate member municipal by-laws;
- Building by-laws of member municipalities;
- Conditional Use applications and hearings;
- Zoning Variance applications and hearings;
- Zoning Bylaw amendments and hearings;
- Subdivision applications, hearings and approvals;
- Development Plan reviews;
- Building Inspections; and
- Provision of general information that pertains to Zoning and other development issues to the public.

Historical Data

Following are the historical service statistics for the partner municipalities:

	2014 - 2018 (Five Years)				
	Cornwallis	Fees	Elton	Fees	Totals
Conditional Use					
2014	8	\$ 4,262.22	1	\$ 532.78	9
2015	1	\$ 555.00	2	\$ 1,110.00	3
2016	5	\$ 3,450.00	7	\$ 4,600.00	12
2017	5	\$ 3,272.50	3	\$ 2,380.00	8
2018	10	\$ 6,600.00	5	\$ 3,000.00	
6 Year Total	29	\$18,139.72	18	\$11,622.78	32
2016 to 2018 Total	20	\$13,322.50	15	\$ 9,980.00	20
2016 to 2018 Average	6.7	\$ 4,440.83	5.0	\$ 3,326.67	7
Variance					
2014	6	\$ 3,100.00	1	\$ 515.00	7
2015	2	\$ 680.00	1	\$ 825.00	3
2016	5	\$ 2,750.00	0	\$ -	5
2017	3	\$ 1,150.00	0		3
2018	2	\$ 1,250.00	0	\$ -	
6 Year Total	18	\$ 8,930.00	2	\$ 1,340.00	18
2016 to 2018 Total	10	\$ 5,150.00	0	\$ -	8
2016 to 2018 Average	3.3	\$ 1,716.67	0.0	\$ -	3
Subdivision Application					
2014	5	\$ 2,634.00	6	\$ 3,156.00	11
2015	4	\$ 1,835.00	12	\$ 5,615.00	16
2016	4	\$ 1,835.00	12	\$ 5,615.00	16
2017	6	\$ 2,675.00	4	\$ 2,200.00	10
2018	15	\$ 4,245.00	8	\$ 1,530.00	
6 Year Total	34	\$13,224.00	42	\$18,116.00	53
2016 to 2018 Total	25	\$ 8,755.00	24	\$ 9,345.00	26
2016 to 2018 Average	8.3	\$ 2,918.33	8.0	\$ 3,115.00	9
Subdivision Lot Fees					
2014	0	\$ -	0	\$ -	0
2015	0	\$ -	0	\$ -	0
2016	0	\$ -	0	\$ -	0
2017	20	\$ 5,625.00	6	\$ 1,350.00	26
2018	15	\$ 1,575.00	8	\$ 900.00	
6 Year Total	35	\$ 7,200.00	14	\$ 2,250.00	26
2016 to 2018 Total	35	\$ 7,200.00	14	\$ 2,250.00	26
2016 to 2018 Average	11.7	\$ 2,400.00	4.7	\$ 750.00	9

KEYSTONE PLANNING DISTRICT, MANITOBA
GENERAL MANAGER & BUILDING INSPECTOR OPPORTUNITY PROFILE

	2014 - 2018 (Five Years)				
	Cornwallis	Fees	Elton	Fees	Totals
Zoning Apps/Memos					
2014	6	\$ 625.00	0	\$ -	6
2015	2	\$ 3,800.00	2	\$ 200.00	4
2016	4	\$ 4,405.00	2	\$ 240.00	6
2017	2	\$ 240.00	0	\$ -	2
2018	2	\$ 3,720.00	2	\$ 205.00	
6 Year Total	16	\$12,790.00	6	\$ 645.00	18
2016 to 2018 Total	8	\$ 8,365.00	4	\$ 445.00	8
2016 to 2018 Average	2.7	\$ 2,788.33	1.3	\$ 148.33	3
Building Permits Class 3					
2014					0
2015					0
2016	7	\$ 9,743.66	3	\$ 7,643.66	10
2017	2	\$ 9,909.80	0	\$ -	2
2018	2	\$ 2,465.00	3	\$ 665.00	
6 Year Total	11	\$22,118.46	6	\$ 8,308.66	12
2016 to 2018 Total	11	\$22,118.46	6	\$ 8,308.66	12
2016 to 2018 Average	3.7	\$ 7,372.82	2.0	\$ 2,769.55	4
Building Permits Class 9					
2014					0
2015					0
2016	87	\$35,682.97	24	\$11,593.92	111
2017	76	\$17,805.13	25	\$14,501.65	101
2018	66	\$30,054.64	12	\$12,141.37	
6 Year Total	229	\$83,542.74	61	\$38,236.94	212
2016 to 2018 Total	229	\$83,542.74	61	\$38,236.94	212
2016 to 2018 Average	76.3	\$27,847.58	20.3	\$12,745.65	71
Plumbing Permits					
2014	0	\$ -	0	\$ -	0
2015	17	\$ 3,320.00	7	\$ 1,760.00	24
2016	31	\$ 6,137.00	11	\$ 2,915.00	42
2017	36	\$ 5,205.00	8	\$ 3,002.00	44
2018	21	\$ 3,824.00	3	\$ 564.00	
6 Year Total	105	\$18,486.00	29	\$ 8,241.00	110
2016 to 2018 Total	88	\$15,166.00	22	\$ 6,481.00	86
2016 to 2018 Average	29.3	\$ 5,055.33	7.3	\$ 2,160.33	29

2019 Historical Data

2019 Rural Permit Income By Municipal Partner

<u>Revenue Account</u>	CORNWALLIS (4116)						ELTON (4124)			
	<u>Total \$</u>	<u>Total # of permits</u>	<u>Cornwallis \$</u>	<u>% of total \$</u>	<u>Cornwallis # of permits</u>	<u>% of total permits</u>	<u>Elton \$</u>	<u>% of total \$</u>	<u>Elton # of permits</u>	<u>% of total permits</u>
41050 Building Permits	15,336.11	31	14,751.11	96.19%	26	83.87%	585.00	3.81%	5	16.13%
41100 Plumbing Permits	1,197.00	6	839.00	70.09%	4	66.67%	358.00	29.91%	2	33.33%
41150 Occupancy			-	-	-	-	-	-	-	-
41200 Rezoning			-	-	-	-	-	-	-	-
41250 Variation	175.00	1	175.00	100.00%	1	100.00%	0.00	-	0	-
41300 Conditional Use	1,250.00	2	1,250.00	100.00%	2	100.00%	0.00	-	0	-
41350 Subdivision Application	2,050.00	4	1,540.00	75.12%	3	75.00%	510.00	24.88%	1	25.00%
41400 Subdivision Lot Fees	975.00	4	750.00	76.92%	3	75.00%	225.00	23.08%	1	25.00%
41450 Development Plan Review			-	-	-	-	-	-	-	-
41500 Development Plan Amendments	4,500.00	1	4,500.00	100.00%	1.00	100.00%	0.00	-	0.00	-
41550 Zoning Memorandums	5,725.00	2	5,725.00	100.00%	2	100.00%	0.00	-	0	-
41600 Order Issuance Fee			-	-	-	-	-	-	-	-
TOTALS:	31,208.11	51	29,530.11	94.62%	42	82.35%	1,678.00	5.38%	9	17.65%

2020 - 2023 Budget Projections

As KPD is a new planning district the following Consolidated Income and Expenses are taken from the KPD Business Development Plan.

THIS COMPILATION IS LIMITED TO PRESENTING, IN THE FORM OF A FINANCIAL PROJECTION, INFORMATION PROVIDED BY PROJECT PARTNERS AND DOES NOT INCLUDE EVALUATING THE SUPPORT FOR THE ASSUMPTIONS, INCLUDING THE HYPOTHESES, OR OTHER INFORMATION UNDERLYING THE PROJECTION. ACCORDINGLY, WE DO NOT EXPRESS AN OPINION OR ANY OTHER FORM OF ASSURANCE ON THE FINANCIAL PROJECTIONS OR ASSUMPTIONS, INCLUDING THE HYPOTHESES. FURTHER, SINCE THE FINANCIAL PROJECTION IS BASED ON ASSUMPTIONS REGARDING FUTURE EVENTS, ACTUAL RESULTS WILL VARY FROM THE INFORMATION PRESENTED, AND THE VARIATIONS MAY BE MATERIAL. WE HAVE NO RESPONSIBILITY TO UPDATE THIS COMMUNICATION FOR EVENTS AND CIRCUMSTANCES OCCURRING AFTER THE DATE OF THIS COMMUNICATION.

CONSOLIDATED INCOME & EXPENSE STATEMENT

	2020	2021	2022	2023
Consolidated Income Statement				
Cornwallis Contributions				
Elton Contributions				
Building Permits				
Plumbing Permits				
Variation				
Conditional Use				
Subdivision - Application				
Subdivision Lot Fees				
Zoning Memorandums				
Total Revenues	255,935	244,304	248,477	251,290

	2020	2021	2022	2023
Consolidated Income Statement				
EXPENSES				
<i>Wages</i>				
Wages				
EI				
CPP				
Other Benefits Disability, Group Ins, H&Dental				
<i>General & Administrative Expenses</i>				
Board Operations				
Contract Services				
Accounting and Legal				
Advertising and Promotions				
Courier & Postage				
Insurance				
Bank Charges				
Office Supplies & Equipment				
Memberships & Subscriptions				
Staff Training & Conference				
Rent				
Phone & Internet				
Staff Travel & Accommodations				
Total Operating Expenses	255,935	244,304	248,477	251,290

THE OPPORTUNITY – GENERAL MANAGER

Duties and Reporting Relationships

1. To be responsible for the overall planning, operation, finances, control and administration of the organization in accordance with approved KPD policy, bylaws or resolutions.
2. To supervise and evaluate all employees of the KPD.
3. To act as a liaison between the general public, respective KPD member Councils and Provincial Government on behalf of KPD and provide advice and recommendations to the Board on all matters.
4. To prepare the KPD annual budget for review and approval of the KPD Board along with financial verification, monitoring and accountability for all KPD transactions.
5. To ensure all payments and purchasing is in accordance with Board policy.
6. To prepare all Board agendas in consultation with the Chairperson and submit a monthly activity report to the Board.
7. To provide leadership, management and administration of the KPD office functions as they pertain to the Implementation and amendments of KPD Development Plan, Municipal Zoning By-Laws, Secondary Plans and Fringe Area Plans.
8. To oversee and prepare reports where required, for all KPD planning functions pertaining to: the development process, including all development and secondary plans, the rendering of decisions on complex Development Permit applications, amendments to plans and land use bylaws, legal matters pertaining to land use bylaw enforcement, stop work orders, and public or in-camera presentations to Councils, boards and commissions related to the approval and appeal processes.
9. To act as the Development Officer for all member municipalities, administer all zoning bylaws and provide the overall direction for land use planning and land development for the KPD.
10. To adhere to all legislative and legal requirements and duties as prescribed under the Planning Act of Manitoba and all other relevant Acts.
11. Other duties as may be assigned by the Board from time to time.

Specifications

Experience & Qualifications

The incumbent shall have previous urban and/or rural land use planning related experience combined, ideally in a supervisory capacity, combined with a diploma or degree specializing in urban and/or regional planning of related education. A combination of other education and experience may be considered.

As well, the incumbent shall have:

1. A high level of knowledge and understanding of the Manitoba Planning and Municipal Acts along with a knowledge of the law and legal procedures available to enforce relevant provincial acts and regulations and municipal bylaws;
2. Previous staff supervisory experience;
3. Strong writing, presentation, negotiation and organizational skills;
4. Superior Interpersonal skills in dealing effectively with the general public on sensitive matters and good analytical and problem solving skills;
5. Well-developed computer skills including proficiency with Microsoft Word, Excel, PowerPoint and

Outlook;

6. Full membership in the Canadian Institute of Planners and/or Registered Professional Planner in Manitoba (or be eligible to obtain); and a
7. Valid Class 5 Manitoba Driver's License.

Accountability

Under the direction of and reporting to the Board of Directors, the Manager will ensure effective communications with all staff, customers, Municipal, Provincial and Federal authorities in addition to auditing all permit applications for accuracy, compliance with legislation, policies, procedures and restrictions, and ensuring all applications comply with development plans, zoning by-laws, Municipal Act, Planning Act and any other appropriate Acts and Regulations.

The position has authority to proceed to the written warning stage of the progressive discipline system for all employees.

Tact and discretion are required to deal with or settle requests, complaints or clarification.

Unique Position Requirements

1. Required to attend all Board meetings and member Council meetings which may involve evening meetings.
2. Will act as the Development Officer for RM's of Cornwallis and Elton.
3. Highly developed communication skills and political sensitivity, combined with the ability to summarize complex processes for a variety of audiences.
4. Strong interpersonal skills, professionalism and diplomacy to build relationships with representatives of the development industry, provincial and inter-municipal organizations, internal staff, as well as provincial and municipal politicians.
5. Strong judgement skills to analyze complex technical information from a variety of sources.
6. Approachable attitude with the ability to mediate and problem solve.
7. Excellent customer service skills with a proficiency in interpersonal communication consulting with landowners, interest groups and citizens.
8. Must be able to manage multiple projects in a deadline oriented environment.
9. A strong understanding of provincial and municipal government operations and their interconnection.

Computer software and equipment use

Microsoft Word, Outlook, Excel, PowerPoint and Outlook.

Compensation & Benefits

KPD is prepared to provide a competitive salary commensurate with skills and abilities.

In confidence, qualified candidates are encouraged to electronically submit their resume, a covering letter, three work related references, and salary expectations to the following address by no later than September 23, 2019 - 4 p.m. to

Dean Yaremchuk, Senior Partner,
HMC Management Inc.
sdy.hmc@shaw.ca.
204.870.0236

A full time employee benefit package including: Employment Insurance and Canada Pension Plan – Statutory; and typical MEBP (Municipal Employee Benefits Program) including Pension - 50/50; Disability - 100% Employee; Basic Life - 50/50 (plus PST).

Additional benefits including Health and Dental would be available.

THE OPPORTUNITY – BUILDING INSPECTOR

Duties and Reporting Relationships

1. Responsible for administering the Manitoba Building, Plumbing, Farm Building and Fire Code requirements, including processing building permit applications, completing related inspections, and providing information in response to public enquiries.
2. Works in partnership with the public, developers and construction industry to provide a wide range of services beyond regular plan review and building inspection services.
3. Responds to development and building related enquiries, and provides compliance advice at the building planning stage and ensures construction proceeds in accordance to approved plans.
4. Prepares and issues building permits (e.g. building, sign, plumbing, occupancy, and others as assigned);
5. Assists developers and builders with compliance related information, building inspection services and applicable code interpretation related to conformance.
6. Conducts plan reviews for a variety of building permit applications (e.g. building, plumbing, occupancy, and others as assigned);
7. Responsible for ongoing enforcement and inspections of developments to ensure substantial compliance with the Manitoba Building Code, provincial and federal regulations and municipal bylaws.
8. Inspects building as frequently as necessary during the course of construction, alteration and repair to determine conformity with approved plans, requirements of codes and related regulations and bylaws.
9. Receives completed application forms, plans, and other relevant information required or the issuing of a building permit, plumbing permits and occupancy permits.
10. Enforces the building, zoning, and assigned by-laws.
11. Prepares reports and/or code deficiency checklists and advises and assists architects, engineers, contractors and/or building owners, regarding infractions and ensures that such infractions are corrected prior to issuing and signing building and other related permits. Maintains records and prepares reports of inspections covering items such as the type and extent of deficiencies, actions taken, and recommendations made for further action; make follow-up inspections to determine that infractions have been rectified.
12. Approves building plans and signs permits as to ensure conformance with building code regulations; inspects buildings after completion of construction and approves occupancy or issues certificate of occupancy for buildings.
13. Conducts site inspections when assigned or requested and provides written reports on non-conforming conditions, code or bylaw violations and any other related matters.
14. Prepares a monthly and annual activity report to the Manager.
15. Liaises with the Manitoba Office of the Fire Commissioner, and Provincial and Municipal officials, as required.
16. Manages building permit files and correspondence to applicants, contractors and property owners, as required.
17. Investigates, prepares reports, and issues orders on non-conforming conditions, Code violations, and outstanding problems.

18. To attend building site, staff, KPD Board or any other meetings as required or assigned.
19. Functions as Assistant Development Officer, as directed.
20. Performs additional duties as necessary for the effective and efficient functioning of the Planning District.

Specifications

Knowledge, Skills, Abilities Experience & Qualifications

The incumbent requires a broad knowledge of building construction, materials, and related codes and legislation. There is a need to be able to read detailed building plans. This knowledge is normally acquired through completion of a building technology course or completion of a journeyman's certificate in a related trade plus 2 years' experience of municipal inspection work or a similar capacity.

The incumbent must operate within the perimeters of the Development Plan, Zoning By-laws, Building Codes and other regulatory by-laws and decisions are limited to those inherent to the primary responsibilities and:

1. Must be eligible for membership in the Manitoba Building Officials Association (MBOA);
2. Must as a minimum be an MBOA Certified Building Code Official (CBCO) Part 9 Buildings;
3. Familiarity with the Manitoba Planning Act and Municipal Act;
4. Ability to work on an independent basis and as a team member;
5. Proven ability providing clear communication, both verbal and written;
6. Ability to exercise courtesy, tact and sound judgement in discussion of land use and development matters with developers, consultants, the representatives of other levels;
7. Ability to interpret and enforce regulations impartially and tactfully;
8. Sound planning and organizational skills for daily work;
9. Demonstrated experience of successful negotiation and problem resolution skills;
10. Strong computer skills;
11. Ability to write technical evaluation reports on building plans or inspections as to compliance or equivalencies of code and other regulations; and a
12. Valid Manitoba Class 5 Driver's License

Accountability

Under the general direction of the General Manager, the incumbent examines and has the authority to approve building plans and specifications submitted in compliance with statutory provisions, standards, procedures and by-laws. Inspects work in progress and completed work to ensure that it has been performed according to the plans and specifications. Actions could cause significant impact on the KPD's public image.

Unique Position Requirements

1. Attend evening meetings as required.
2. The work requires exposure to occasional physical effort during inspections and will incur contact with the public and contractors that may lead to public abuse during enforcement of the Building Code or Development Plan or Zoning By-law.
3. The duties and responsibilities of this position will primarily take place during regular business hours with limited physical demands. The position requires working in-office and at construction sites within

the Planning District.

4. The incumbent will be required to exchange ideas or resolve problems requiring tact and diplomacy when enforcing the Building Code or regulatory by-laws.
5. The Building Inspector is required to provide use of his/her own personal vehicle and KPD will pay mileage as per KPD policy.

Computer software and equipment use

1. Microsoft Word, Outlook, Excel, PowerPoint and Outlook.

COMPENSATION

KPD is prepared to provide a competitive salary commensurate with skills and abilities.

In confidence, qualified candidates are encouraged to electronically submit their resume, a covering letter, three work related references, and salary expectations to the following address by no later than September 23, 2019 4 p.m. to:

Dean Yaremchuk, Senior Partner,
HMC Management Inc.
sdy.hmc@shaw.ca.
204.870.0236

A full time employee benefit package including: Employment Insurance and Canada Pension Plan – Statutory; and typical MEBP (Municipal Employee Benefits Program) including Pension - 50/50; Disability - 100% Employee; Basic Life - 50/50 (plus PST).

Additional benefits including Health and Dental would be available.

FOR FURTHER INFORMATION

The primary contact for HMC regarding this recruitment will be Mr. Dean Yaremchuk, HMC Management Inc.

All correspondence or inquiries specific to this proposal can be forwarded to:

Dean Yaremchuk

Phone: 1.204.870.0236
Fax: 1.866.300.6462
Email: sdy.hmc@shaw.ca