



## RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

<b>POLICY NAME:</b> Public Copies of Development Agreements Policy	<b>POLICY NUMBER:</b> EVD-04
<b>POLICY MANUAL SECTION:</b> Environmental Development Services	<b>RESOLUTION NUMBER:</b> 361-2018
<b>DATE ADOPTED:</b> June 26, 2018	<b>RESOLUTION DATE:</b> June 26, 2018
<b>REVISION DATE:</b> As Required	<b>REVIEW DATE:</b>
<b>STATUS:</b> Active	<b>NUMBER OF PAGES:</b> 2

### **PUBLIC COPIES OF DEVELOPMENT AGREEMENTS POLICY**

#### **Purpose**

The purpose of this policy is to provide guidelines and procedures related to public access to copies of Development Agreements entered into by the Rural Municipality of St. Andrews.

#### **Policy Guidelines**

- 1) Development Agreements (with the Municipality of St. Andrews) shall only be provided to the public if the Agreement is registered on title at the Winnipeg Land Titles Office.
- 2) All requests for access to Development Agreements must be made in writing to the Chief Administrative Officer of the Municipality.
- 3) A formal application form shall be completed and associated fees shall be paid prior to the request being processed.

#### **Scope**

This policy applies to all Municipal departments and units.

#### **Procedure**

- 1) Following the receipt of a written request, assigned staff will determine if the Development Agreement has been filed and registered with The Winnipeg Land Titles Office.
- 2) Assigned Municipal staff will accept or deny the request based on whether or not the Development Agreement been filed and registered with The Winnipeg Land Titles Office.
- 3) Assigned Municipal staff will notify the client of the status of the request.
- 4) Clients with accepted requests will be asked to complete a formal application and pay any associated fees (see attached).
- 5) Associated fees will include staff time (exceeding 2 hours), and copy fees.
- 6) Once the application form and fees have been provided, assigned Municipal staff will process the request and provide one (1) hard copy of the Development Agreement, available by mail or pick-up, to the applicant.



**RURAL  
MUNICIPALITY  
OF ST. ANDREWS**

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### APPLICATION FORM

(Access to Records)

Please be advised by this estimate that there is a fee payable for responding to your application for access to records. The estimate is as follows, based on charges authorized under sections 4 and 6 of the *Access to Privacy Regulations*.

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Document Name/File No. \_\_\_\_\_

Search and Preparation Fee:

Time in excess of two Hours-- \_\_\_\_\_/Hours

Estimated cost ( at \$15.00 each half hour)-- \$ \_\_\_\_\_

Computer Programming and data processing fee:

Internal Work Time Estimate-- \_\_\_\_\_/Minutes

Estimated Cost ( at \$10.00 each 15 minutes)-- \$ \_\_\_\_\_

External Work Time Estimated Cost ( at actual cost)-- \$ \_\_\_\_\_

Total Estimate Costs \$ \_\_\_\_\_

Photocopy Fee:

Number of Sheets-- \_\_\_\_\_

Cost Per Sheet-- \$ \_\_\_\_\_

Total Fee Payable \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
(R.M. Staff)

Please sign below and return a copy of this form with the fee amount payable by debt, cash or cheque payable to the R.M. of St Andrews. Applicants have up to 30 days from the date above to indicate if it's accepted or to modify the request in order to change the amount of the fees. After this period, the application would be considered to be abandoned. We shall notify you when the records are ready.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_