



**Agricultural Land
Commission Act**

**Policy P-05
January 2016**

PUBLIC PERUSAL OF RECORDS

This policy is intended to assist in the interpretation of the [Agricultural Land Commission Act, 2002](#), including amendments as of September 2014, (the "ALCA") and BC Regulation 171/2002 ([Agricultural Land Reserve Use, Subdivision and Procedure Regulation](#)), including amendments as of August 2016, (the "Regulation"). In case of ambiguity or inconsistency, the ALCA and Regulation will govern.

It is a policy of the Agricultural Land Commission ("the Commission") that:

- All records requested will be provided in accordance with the [Freedom of Information and Protection of Privacy Act](#).
- Hard-copy and electronic application files are available for viewing by the public. Portions of files may be restricted in accordance with the *Freedom of Information and Protection of Privacy Act*.
- A person wishing to view a hard-copy or electronic application file must make a written request and provide the ALC application number, the applicants name, a PID (property identification number), a legal description and a map identifying the location of the property(s).
- Hard-copy application files must be viewed in the office of the Commission and may not be removed from the office. An appointment in advance is required to allow the booking of office space for the file review.
- Depending on the record, appropriate time will be allocated for retrieval from off-site storage or from the database.
- A record of file requests will be kept by the Commission.

The contents of the file may be photocopied. A limited number of pages may be copied at the time of viewing, but substantial numbers of copies may require a longer time frame in order not to disrupt normal office procedures. A charge may apply as per [Section 75](#) of the *Freedom of Information and Protection of Privacy Act*.

Unless defined in this policy, terms used herein will have the meanings given to them in the ALCA or the Regulation.