

 <p><b>ALC</b> <i>Agricultural Land Commission Act</i></p>	<p><b>PUBLIC PERUSAL OF RECORDS</b></p>	<p><b>POLICY P-05</b></p> <p>Amended April 2019 January 2016</p>
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*This policy is intended to assist in the interpretation of the [Agricultural Land Commission Act, 2002](#), (the “ALCA”), and BC Regulation 171/2002 ([Agricultural Land Reserve General Regulation](#)), (the “General Regulation”). In case of ambiguity or inconsistency, the ALCA and the General 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 application number, the applicants name, the PID (parcel identifier), a legal description and a map identifying the location of the property(ies).
- 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 General Regulation.