



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Requests for Access to Records – Development Services		NO. ADMIN – 78		
<p><u>POLICY:</u></p> <p>The process for accessing more routine building, inspections and development services records shall comply with the requirements of the <i>Freedom of Information and Protection of Privacy Act</i>, <i>Local Government Act</i>, <i>Community Charter</i>, and other related enactments as appropriate.</p> <p><u>SCOPE:</u></p> <p>This policy delegates authority for responding to requests for access to records held in building, inspections, development, permit, and other Development Services files to the Director of Development Services to streamline the process for requesting and responding to such requests and serves as a companion policy to “Freedom of Information Bylaw, 2012, No. 2795”. The FOI Head retains administrative oversight for the program as outlined in Bylaw No. 2795.</p> <p><u>GUIDELINES:</u></p> <p>The attached document “Guide to Access to Records Requests for Development Services”, as amended from time to time, will serve as the process for responding to requests for routine records related to files such as building, inspections, property, development, and permits.</p> <p>Non-routine requests shall be forwarded to the FOI Head for review and direction or response.</p> <p><u>ROLES AND RESPONSIBILITIES:</u></p> <p>Council:</p> <ul style="list-style-type: none">• Approves the policy <p>CAO:</p> <ul style="list-style-type: none">• Approves the related procedures and ensures adherence to the policy <p>FOI Head:</p> <ul style="list-style-type: none">• Advises staff on the correct and consistent application of the policy• Administers the policy and related procedures• Conducts an annual review of the policy to ensure continued compliance with applicable legislation proposes amendments as required				
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Director of Development Services:

- Reviews requests for routinely available records as indicated on the Township's List of Routinely Available Material
- Receives and responds to requests within legislated timelines and in accordance with the attached Guidelines
- Ensures all staff within the department are familiar with the Policy and Guidelines
- Conducts internal review of responses for compliance with FOIPPA requirements prior to release of information
- Maintains sufficient records of requests received on the form prescribed by the FOI Head and submits the request log on the first business day of the month to the Head for routine review

Departmental Staff:

- Adhere to the Policy and associated Guidelines

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