



Purchase of Property Records

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Purpose:

To inform the public as to the change in policy for viewing and purchasing copies of building and property records.

Background:

Section 15(1)(1) of the **Freedom of Information and Protection of Privacy Act** requires the local government to exercise caution in providing access to plans which might disclose security or inappropriate information. This bulletin clarifies the release of survey certificates under the requirements contained in the Act.

Implementation:

- This Bulletin supersedes Bulletin Number INFO-08 dated December 12, 1996.
- The City of Richmond will release building profile, footprint drawings and survey certificates to the general public upon request.
- To access secure drawings, property owners will need to produce some form of identification that matches our ownership record. Non-property owners must provide a letter of authorization from the property owner. Standard authorization forms are available at City Hall, Information Centre.
- Releasing copyrighted plans is not an infringement of copy under Section 27(2)(l), of the Federal Copyright Act. Certain plans are subject to copyright and prior to any reproduction of the records, permission should be obtained from the holder of the copyright.
- All plans provided to the public by the City of Richmond, whether or not they are subject to copyright, will be stamped "This information has been provided subject to Section 27(2)(l) of the **Federal Copyright Act** and in accordance with the **Freedom of Information and Protection of Privacy Act**". *It is the responsibility of the recipient of the plans to honour this notification.*
- The following charges and processes relating to these records remains unchanged and are as follows:
 - Viewing Fee: \$10.00 (non-refundable), required at the time of the request
 - Copy Fee: \$ 5.00 per sheet
- Orders for copies received before 12:00 noon will be processed the same day and ready for pick-up after 3:00 p.m.
- Copies of records ordered after 12:00 noon will be ready for pick-up after 3:00 p.m. the following day.

Should you have any questions on this bulletin, please contact the Supervisor, Permits and Records at 604-247-4685.