

**RECORDS RELEASE REFERENCE TABLE  
ROUTINELY REQUESTED INFORMATION**

SUBJECT HEADING	USUAL SOURCE DEPARTMENT OF RECORD	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
<b>A</b>			
Access to Information Requests (FOI/POP)	Administration		X
Accident Reports – Employees	Administration & Public Works		X
Accident Reports – Other	Administration & Public Works		X
Accounts Payable - General Information	Finance & Public Works	X	
Accounts Payable - Individual Vendors Case Files	Finance & Public Works		X
Accounts Payable – Invoices	Finance & Public Works		X
Accounts Receivable - General Information	Finance	X	
Accounts Receivable - Individual Accounts Case Files	Finance		X
Acts and Legislation - may refer public to Library	All Departments	X	
Administration - Organization Charts	Administration	X	
Advertising - Statutory Notices for Public Hearings, DVP, etc.	Planning; Engineering	X	
Advertising – Other	All Departments	X	

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Agendas - Advisory Committees, Boards, and Commissions of Council	All Departments	X	
Agendas - Council, Special Committees, etc. - Open Meetings	Administration	X	
Agendas - Council, Special Committees, etc. - Closed Meetings	Administration		X
Agreements	Administration		X
Agricultural Land Commission - Individual Case Files	Planning	X	
Application Forms (completed) - All Departments	All Departments		X
Appraisals	Planning; Administration		X
Arbitration Decisions	Administration		X
Assessment Roll/Information *Refer to BC Assessment	Finance		X
Audits/Auditor's Reports	Finance		X
Awards - Nomination Forms/Applications	Administration		X
<b>B</b>			
Benefits – Plan Coverage	Finance		X
Board of Variance - Applications and supporting documents	Building		X
Board of Variance - Minutes and Agendas	Building	X	

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Bonds and Letters of Credit	Planning; Engineering		X
Budgets - General Information	Finance	X	
Budgets – Annual	Finance	X	
Budgets – Capital	Finance	X	
Budgets – Draft	Finance	X	
Budgets - Operating – Final	Finance	X	
Budgets - Operating - Provisional	Finance	X	
Budgets - Yearly Financial Report	Finance	X	
Building Permits (includes Plumbing, and Occupancy)	Building	X	
Building Permits – Applications	Building		X
Building Permits - Inspection Reports/Notices of Rejection	Building		X
Building Plans/Drawings (Floor Plans)	Building		X
Building Plans – Elevation Drawings (view only); Site Plan	Building	X	
Building Regulations and General Information	Building	X	
Buildings - Individual Case Files	Building		X
Buildings - Municipally-Owned - Individual Case Files	Planning; Community Services;		X
Business Licences - Issued	Bylaw	X	

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Business Licences - Applications	Bylaw		X
Business Licences - Individual Case Files	Bylaw		X
Bylaws – after first reading	Administration	X	
Bylaws – Draft	Administration		X
Bylaws - Enforcement/Complaints	Bylaw		X
<b>C</b>			
Cheques/Cheque Requisitions	Finance		X
Circulars, Directives, Orders	Administration	X	
Claims - General Information	Finance	X	
Claims - Individual Case Files	Finance		X
Classifications - Jobs	Administration	X	
Commercial Vehicle Licences/Permits	Finance	X	
Committee Appointments - Applications	Administration		X
Committees - Internal/Staff - Agendas/Minutes	Administration		X
Committees, Commissions, Boards - Agendas/Minutes	All Departments	X	
Competitions - Jobs	Administration		X
Complaints	All Departments		X
Contracts/Agreements/Leases	Administration		X
Council - Financial Disclosure Forms	Administration	X	

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Council - Indemnities/Remuneration	Administration	X	
Council - Personal Information (i.e., home address)	Administration		X
Council Meetings - Minutes/Agendas/Reports - Closed (In Camera) Meetings	Administration		X
Council Meetings - Minutes/Agendas/Reports - Open Meetings	Administration	X	
Council Meetings - Minutes/Agendas/Reports - Video and Audio Tapes - Open Meetings	Administration	X	
Council Meetings - Minutes/Agendas/Reports - Video and Audio Tapes - Closed (In-Camera) Meetings	Administration		X
Council Resolutions - Closed (In-Camera) Meetings	Administration		X
Council Resolutions - Open Meetings	Administration	X	
Covenants – Restrictive Covenants	Land Title Office	X	
Criminal Record Checks - Staff and Volunteers	Administration		X
<b>D</b>			
Debt and Debenture	Finance		X
Demographic Data	Planning	X	

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Design Guidelines	Building; Planning; Engineering	X	
Development - Individual Area Plans	Planning	X	
Development Cost Charges	Planning; Engineering	X	
Development Guidelines	Planning	X	
Development Permits and Development Variance Permits - Issued	Planning	X	
Development Permits and Development Variance Permit - Applications	Planning		X
Development Permits and Development Variance Permit - Individual Case Files	Planning		X
Dog Licenses	Finance		X
<b>E</b>			
E-mail	All Departments		X
Easements/Rights-of-Way/Encroachments/Restrictive Covenants	Planning; Engineering	X	
Elections - Campaign Financing Disclosure Forms	Administration	X	
Elections - Nomination Papers	Administration	X	
Elections - Results	Administration	X	
Electrical Permits/Certificates - see Building Permits			

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Emergency Measures - Business Recovery Plans	Fire		X
Emergency Measures - District's Emergency Plan	Fire		X
Employee Agreements - Draft	Administration		X
Employee Agreements - Final	Administration	X	
Employee Benefits	Administration		X
Employee Classification	Administration	X	
Employees - Individual Case Files - Union Employees - Current	Administration		X
Employees - Individual Case Files - Union Employees - Terminated	Administration		X
Employees - Individual Case Files - Non-Union Employees	Administration		X
Employment Applications/Resumés	Administration		X
Engineering Project Files	Engineering		X
Expense Accounts - Council/Staff	Finance		X
Expense Claims - Council/Staff	Finance		X
<b>F</b>			
Financial Audits	Finance		X
Financial Disclosure Forms - Council	Administration	X	
Financial Disclosure Forms - Employees	Administration		X
Financial Statements	Finance	X	

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Fire Incident Reports	Fire		X
Fire Cause Determination Reports	Fire		X
Fire Inspection Reports	Fire		X
First Aid/WCB Reports	Administration		X
Fleet Statistics – Vehicles/Equipment/Fuel Usage	Engineering/ Public works; Finance		X
FOIPPA – Individual Requests for Information	Administration		X
<b>G</b>			
Geographic Information System (GIS) - Database and Mapping Information	Technology	X	
Government Protocols and Cost-Sharing Agreements	Administration		X
Grants from the District - General Information	Finance	X	
Grants from the District - Requests/Applications	Finance		X
Grants to the District - General Information	Finance	X	
Grievances - Individual Case Files	Administration		X
<b>H</b>			
Heating Permits - see Building Permits			
Heritage Inventory	Planning	X	

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Heritage Revitalization Agreements	Planning; Administration	X	
Heritage Sites	Planning		X
Home Owner Grants – Provincial	Finance		X
<b>I</b>			
Illegal Suites – Complaints	Bylaw		X
Illegal Suites – List	Bylaw		X
Inspection Reports - Building (includes Electrical, Heating and Plumbing)	Building		X
Inspection Reports - Fire	Fire		X
Inspections - Workers' Compensation Board	Administration		X
Insurance Policies	Finance		X
Insurance - Employee Benefits	Finance		X
Inventories - Heritage	Planning	X	
Inventories and Asset Control	Finance		X
Invoices	Finance		X
<b>J</b>			
Job Descriptions	Administration	X	
Job Evaluations	Administration		X
<b>K</b>			
<b>L</b>			
Labour Negotiations	Administration		X

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Land Sale/Options/Exchange/Transfer	Administration		X
Leases	Administration		X
Legal Opinions	Administration		X
Legal Opinions - Invoices/Costs	Finance		X
Licences – Cannabis – Issued by LCDB	Planning	X	
Liquor Licences – Issued by BCLC	Planning	X	
Litigation - Individual Case Files	Administration		X
Litigation - Invoices/Costs	Finance		X
Long-Term Disability - Individual Case Files	Administration		X
<b>M</b>			
Management Reviews	Administration		X
Manuals – Policy and Procedure	Various	X	
Maps	Various	X	
Minutes - Advisory Committees, Boards, and Commissions of Council	All Departments	X	
Minutes - Council, Special Committees, etc. - Open Meetings	Administration	X	
Minutes - Council, Special Committees, etc. - Closed Meetings	Administration		X
Mission Statement	Administration	X	
<b>N</b>			

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News/Media Releases	Community Services	X	
Newsletter - District	Community Services	X	
Nomination Papers - Elections	Administration	X	
<b>O</b>			
Official Community Plan (OCP)	Planning	X	
Operating Budgets - see Budgets			
Operational Certificates/Permits	Various	X	
Organization Charts	Administration	X	
Organization Reviews/Audits	Administration		X
<b>P</b>			
Parking Permits – Overnight Beach	Community Services	X	
Parking Tickets/Enforcement	Bylaw		X
Payroll	Finance		X
Performance Planning and Review	Administration		X
Pesticide Use Permits	Engineering/PW	X	
Proclamations	Administration	X	
Property Files (to property owner or authorized agent only)	Building		X
Property Information (except ownership)	Building		X

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Property Taxes	Finance	X	
Proposals	Finance		X
Provisional Budget - see Budget	Finance		
Public Hearings - Minutes/Agendas/Notices	Administration	X	
Purchase Orders	Finance		X
<b>Q</b>			
Quotations	Various		X
<b>R</b>			
Reclassifications	Administration		X
Remuneration - Council	Finance	X	
Remuneration – Staff Over \$75k (SOFI report)	Finance	X	
Remuneration – Staff Under \$75K	Finance		X
Reports – Annual	Administration	X	
Reports - Financial	Finance	X	
Reports and Statistics	Various	X	
Reports to Council - Open Meetings	Administration	X	
Reports to Council - Closed (In-Camera) Meetings	Administration		X
Rezoning - Applications	Planning		X
Rezoning - General Information	Planning	X	
Rezoning - Individual Case Files	Planning		X

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Rezoning – Notifications/Public Hearing	Planning	X	
Rights-of-Way, Easements – Case Files	Engineering		X
<b>S</b>			
Salaries – Employees *See Remuneration	Finance	X	
Secondary Suites - List	Bylaw		X
Signing Authorities - List	Finance	X	
Special Events/Occasion Permits ie. Road races	Administration	X	
Speeches	Administration	X	
Staff Reports - Open Meetings	Administration	X	
Staff Reports - Closed (In-Camera) Meetings	Administration		X
Street Use Permits (road use permit)	Engineering	X	
Street Vendor Permits	Bylaw	X	
Subdivisions - Applications	Planning	X	
Subdivision PLA's	Planning	X	
Subdivisions – Plans (unregistered)	Planning		X
Survey Certificates (must be stamped with “this document is for information only” and “not acceptable for legal purposes”)	Building; Planning	X	
<b>T</b>			
Tax Exemptions	Finance	X	
Taxation Assessments – Refer to BCAA	Finance		X

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Taxes Paid	Finance	X	X
Telephone Bills	Finance		X
Tenders	Finance	X	
Tender Submissions	Various		X
Time Sheets (payroll)	Finance		X
Traffic Control - Complaints	Engineering		X
Training and Development - General Information	Administration	X	
Training and Development - Individual Employee	Administration		X
Travel Advances	Finance		X
Travel Allowances and Expenses	Finance		X
Tree Cutting Applications	Engineering		X
Tree Cutting Permits	Engineering	X	
<b>U</b>			
Unsightly Premises - Complaints	Bylaw		X
Utility Account Information	Finance	X	
<b>V</b>			
Variance Permits - see Development and Development Variance Permits	Planning		
Vehicle Permits - see Commercial Vehicle Licences/Permits			
Vendors/Suppliers - Individual Case Files	Finance		X

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<b>W</b>			
Wages - Staff	Finance	X	
Work Safe BC (WSBC) - Claims	Administration		X
Workplace Inspection Reports	Administration		X
Works and Services Agreements	Planning; Engineering	X	
<b>X, Y, Z</b>			
Zoning and Rezoning - Individual Applications and Supporting Documents	Planning;		X
Zoning and Rezoning - Individual Case Files	Planning		X
Zoning and Rezoning - Public Hearing Notices/ Agendas/Reports to Council	Planning	X	
Zoning and Rezoning - Public Hearing Notes/Letters of Support or Objections	Planning		X
Zoning and Rezoning - General Information and Regulations	Planning	X	