

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
ACCESS TO COMMON TYPES OF RECORDS**

The following list identifies some of the most common record types that are routinely available to the public and includes categories of both routinely available records as well as those requiring a request under the *Freedom of Information and Protection of Privacy Act*. This list should be used to help determine whether or not a particular record can be released routinely or whether a more formal review is required.

This is by no means an exhaustive listing and is meant only as a guide.

Please contact the Corporate Services Department in case of uncertainty.

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
A			
Access to Information Requests (FOIPPA)	Admin		√
Accident Reports – Employees	Human Resources		√
Accident Reports – Other	Human Resources		√
Accounts Payable – General Information	Finance	√	
Accounts Payable – Individual Vendors Case Files	Finance		√
Accounts Payable – Invoices	Finance		√
Accounts Receivable – General Information	Finance	√	
Accounts Receivable – Individual Account Case Files	Finance		√
Administration – Organization Charts	Admin	√	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Planning	√	
Advertising – Other	Various	√	
Agendas – Board, Committees and Commissions – Open Meetings	Admin	√	
Agendas – Board, Committees and Commissions – Closed Meetings	Admin		√
Agreements	Admin		√
Application Forms (completed) – Various			√
Agricultural Land Commission – Individual Case Files	Planning		√
Arbitration Decisions	Human Resources		√
Assessment Roll/Information – The public is to contact BC Assessment directly	Finance		
Audits/Auditor’s Reports	Finance		√
Awards – Nomination Forms/Applications	Admin		√
B			
Benefits – Employee	Human Resources		√

Access to Common Types of Records

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Board – Financial Disclosure Forms	Admin	√	
Board – Indemnities/Remuneration	Admin	√	
Board Meetings – Minutes/Agendas/Reports – Closed (In Camera) Meetings	Admin		√
Board Meetings – Minutes/Agendas/Reports – Open Meetings	Admin	√	
Board of Variance – Applications and supporting documents	Planning		√
Board of Variance – Minutes and Agendas	Planning	√	
Board – Personal Information (i.e., home address)	Admin		√
Board Resolutions – Closed (In Camera) Meetings	Admin		√
Board Resolutions – Open Meetings	Admin	√	
Board Strategic Plan	Admin	√	
Bonds and Letters of Credit	Finance		√
Budgets – General Information	Finance	√	
Budgets – Annual	Finance	√	
Budgets – Capital	Finance	√	
Budgets – Draft	Finance		√
Budgets – Operating – Final	Finance	√	
Budgets – Yearly Financial Report	Finance	√	
Building Permits (including Plumbing, Heating & Electrical, Occupancy) – General Information	Building	√	
Building Permits – Applications	Building		√
Building Permits – Inspection Reports/Notices of Rejection	Building		√
Building Plans/Drawings	Building		√
Building Regulations and General Information	Building	√	
Buildings – Individual Case Files	Building		√
Buildings – RDN Owned – Individual Case Files			√
Bylaws	Admin	√	
Bylaws – Draft	Admin		√
Bylaw – Enforcement/Complaints	Bylaw Enforcement		√
C			
Cheques/Cheque Requisitions	Finance		√
Circulars, Directives, Orders	Admin	√	

Access to Common Types of Records

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Claims – General Information	Finance	√	
Claims – Individual Case Files	Finance		√
Classifications – Jobs	Human Resources		√
Collective Agreements – Draft	Human Resources		√
Collective Agreements – Final	Human Resources	√	
Committee Appointments – Applications	Admin		√
Committees – Internal/Staff – Agendas/Minutes	Various		√
Committees, Commissions, Boards – Agendas/Minutes	Admin	√	
Competitions – Jobs	Human Resources		√
Complaints	Various		√
Contracts/Agreements/Leases	Admin		√
Court of Revision – Elections – Agendas/Minutes	Admin	√	
Court of Revision – Frontage Tax – Agendas/Minutes	Admin	√	
Criminal Record Checks – Staff and Volunteers	Human Resources		√
D			
Debt and Debenture	Finance		√
Demographic Data	Planning	√	
Design Guidelines	Planning	√	
Development – Individual Area Plans	Planning	√	
Development Cost Charges	Planning	√	
Development Guidelines	Planning	√	
Development Permits & Development Variance Permits	Planning	√	
Development Permits & Development Variance Permits – Applications	Planning		√
Development Permits & Development Variance Permits – Individual Case Files	Planning		√
Dog Licenses	Bylaw Enforcement		√
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Various	√	
Elections – List of Registered Electors	Admin		√
Elections – Campaign Financing Disclosure Forms	Admin	√	

Access to Common Types of Records

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Elections – Nomination Papers	Admin	√	
Elections – Results	Admin	√	
Emergency Measures – Business Recovery Plans	Emergency		√
Emergency Measures – RDN’s Emergency Plan	Emergency		√
Employee Benefits	Human Resources		√
Employee Classification	Human Resources	√	
Employees – Individual Case Files – Current and Past	Human Resources		√
Employment Applications/Resumes	Human Resources		√
Engineering Project Files	RCU		√
Expense Accounts – Board/Staff	Finance	√	
Expense Claims – Board/Staff	Finance	√	
F			
Facilities – Regional District – Owned	Various		√
Financial Audits	Finance		√
Financial Disclosure Forms – Board	Admin	√	
Financial Disclosure Forms – Employees	Admin		√
Financial Statements	Finance	√	
Fire Incident Reports	Fire		√
Fire Cause Determination Reports	Fire		√
Fire Inspection Reports	Fire	√	
First Aid/WCB Reports	Human Resources		√
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	Admin		√
G			
Garbage Collection/Recycling Calendar	RCU	√	
Geographic Information System (GIS) – Database and Mapping Information	IT/GIS	√	
Government Protocols and Cost-Sharing Agreements	Admin		√
Grants from the RDN – General Information	Finance	√	
Grants from the RDN – Requests/Applications	Finance		√
Grants to the RDN – General Information	Finance	√	
Grievances – Individual Case Files	Human Resources		√
H			

Access to Common Types of Records

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Home Based Business Registry – General Information	Planning	√	
Home Based Business Registry – Applications	Planning		√
Homeowner Grants – Provincial	Finance		√
I			
Illegal Suites – Complaints	Bylaw Enforcement		√
Illegal Suites – Lists	Bylaw Enforcement		√
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Building		√
Inspection Reports – Fire	Fire		√
Inspections – Workers Compensation Board	Human Resources		√
Insurance Policies	Finance		√
Insurance – Employee Benefits	Human Resources		√
Inventories and Asset Control	Finance		√
Invoices	Finance		√
J			
Job Descriptions	Human Resources	√	
Job Evaluations	Human Resources		√
K			
L			
Labour Negotiations	Human Resources		√
Land Sale/Options/Exchange/Transfer	Admin		√
Leases	Admin		√
Legal Opinions	Various		√
Legal Opinions – Invoices/Costs	Various		√
Licenses – General Information	Building	√	
Licenses – Applications	Building		√
Licenses – Individual Case Files	Building		√
Liquor Licenses	Planning	√	
Litigation – Individual Case Files	Various		√
Litigation – Invoices/Costs	Various		√
Long Term Disability – Individual Case Files	Human Resources		√
M			
Management Reviews	Human Resources		√
Minutes – Board, Committees and Commissions	Admin	√	

Access to Common Types of Records

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
– Open Meetings			
Minutes – Board, Committees and Commissions – Closed Meetings	Admin		√
Mission Statement	Admin	√	
N			
News/Media Releases	Admin	√	
Newsletters	Various	√	
Nomination Papers – Elections	Admin	√	
Notice of Intent and Demolition	Bylaw Enforcement		√
O			
Occupancy Permits – see Building Permits	Building		
Official Community Plan (OCP)	Planning	√	
Operating Budgets – see Budgets	Finance		
Organization Reviews/Audits	CAO	√	
P			
Payroll	Finance		√
Performance Planning and Review	Human Resources		√
Permits – All Types	Various	√	
Property Taxes	Finance	√	
Proposals	Admin		√
Public Hearings – Minutes/Agendas/Notices	Planning	√	
Purchase Orders	Finance		√
Q			
Quotations	Finance		√
R			
Reclassifications	Human Resources		√
Recreation Programs – General Information	Recreation	√	
Recreation Programs – Applications/Registrations	Recreation		√
Recreation Surveys	Recreation		√
Remuneration – Board	Admin	√	
Remuneration – Staff	Human Resources	√	
Reports – Annual	Admin	√	
Reports – Financial	Finance	√	
Reports and Statistics	Admin	√	
Reports to Board – Open Meetings	Admin	√	

Access to Common Types of Records

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Reports to Board – Closed (In Camera) Meetings	Admin		√
Rezoning – Applications	Planning		√
Rezoning – General Information	Planning	√	
Rezoning – Individual Case Files	Planning	√	
Rezoning – Notifications	Planning	√	
Rights of Way, Easements	Various	√	
S			
Salaries – Employees	Human Resources	√	
Secondary Suites – Complaints	Bylaw Enforcement		√
Secondary Suites – List	Bylaw Enforcement		√
Sign Permits	Planning	√	
Signing Authorities – List	Finance	√	
Special Events/Occasion Permits	Admin	√	
Speeches	Admin	√	
Staff Meetings (by department) – Minutes and Agendas	Various		√
Staff Reports – Open Meeting	Admin	√	
Staff Reports – Closed (In Camera) Meetings	Admin		√
Subdivisions – Applications	Planning		√
Subdivisions – Plans	Planning		√
Survey Certificates	Various	√	
T			
Tax Exemptions	Finance	√	
Taxation Assessments – General	Finance	√	
Taxes Paid	Finance	√	
Telephone Bills	Finance		√
Temporary Use Permits	Planning	√	
Temporary Use Permits – Applications	Planning		√
Temporary Use Permits – Individual Case Files	Planning		√
Tenders	Finance	√	
Timesheets (payroll)	Finance		√
Training and Development – General Information	Human Resources	√	
Training and Development – Individual Employee	Human Resources		√
Travel Advances	Finance		√
Travel Allowances and Expenses	Finance	√	

Access to Common Types of Records

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
U			
Unsightly Premises – Complaints	Bylaw Enforcement		√
V			
Vendors/Suppliers – Individual Case Files	Finance		√
W			
Wages – Staff	Human Resources	√	
Workers Compensation Board (WCB) – Claims	Human Resources		√
Workplace Inspection Reports	Human Resources		√
Workplans (by Department)	Various		√
Works and Services Agreement	RCU	√	
X, Y, Z			
Zoning and Rezoning – General Information & Regulations	Planning	√	
Zoning and Rezoning – Individual Applications and Supporting Documents	Planning		√
Zoning and Rezoning – Individual Case Files	Planning		√
Zoning and Rezoning – Public Hearing Notices/Agendas/Notes/Reports to Board/Letters of Support or Objections	Planning	√	