



RECORDS RELEASE CHART

TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
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A

Access to Information Request (FOIPPA) Forms	Corporate Services	√	
Accident Reports - Employees	Human Resources		√
Accident Reports - Other	Corporate Services		√
Accounts Payable - Individual Vendors / Suppliers	Finance		√
Accounts Payable - Invoices	Finance		√
Accounts Receivable - Individual Accounts	Finance		√
Advertising - Statutory Notices	Corporate Services	√	
Advertising - Other	Various	√	
Agendas – Open Session	Corporate Services	√	
Agendas – Closed Session	Corporate Services		√
Agreements	Corporate Services		√
Agricultural Land Reserve - Individual Case Files	Agricultural Land Commission / Planning & Development		√
Annual Reports	Corporate Services	√	
Assessment Roll / Taxation Information	BC Assessment Authority		√
Asset Control / Inventories	Finance		√
Audits / Auditor's Reports	Finance		√

B

TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Board of Variance - Applications & Supporting Documents	Planning & Development		√
Bonds and Letters of Credit	Finance		√
Budgets – General Information / Annual	Finance	√	
Building Permits - General Information	Building & Bylaw Services	√	
Building Permits – Application Forms Completed by Businesses	Building & Bylaw Services	√	
Building Permits – Application Forms Completed by Individuals	Building & Bylaw Services		√
Building Permits - Inspection Reports / Notices of Rejection	Building & Bylaw Services		√
Building Plans / Drawings – Exterior Views & Site Plans only	Building & Bylaw Services	√	
Building Plans / Drawings – Interior Views & Plans	Building & Bylaw Services		√
Building Regulations	BC Building Code	√	
Bylaws	Various	√	
Bylaw Compliance / Complaints	Building & Bylaw Services/ RCMP		√

C			
Cheques / Cheque Requisitions	Finance		√
Claims - General Information	Corporate Services	√	
Claims - Individual Case Files	Corporate Services		√
Collective Agreements	Human Resources	√	
Committee Appointments - Applications	Corporate Services		√
Committee Membership – Telephone and Cellular Numbers, Mailing Addresses	Corporate Services		√

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Committee Membership - Names Only	Corporate Services	√	
Complaints	Various		√
Consolidated Financial Statements	Finance	√	
Contracts	Various		√
Corporate Strategic Priorities	Corporate Services	√	
Council - Indemnities / Remuneration	Finance	√	
Council - Personal Information / Home Address	Corporate Services		√
Council Resolutions – Open Session	Corporate Services	√	
Council Resolutions – Closed Session	Corporate Services		√
Covenants / Restrictive Covenants	Land Title Office / Various	√	
Criminal Record Checks - Staff / Volunteers	Human Resources		√

D			
Development Cost Charges	Engineering/ Planning & Development	√	
Development Permits & Development Variance Permits – Business Applications	Planning & Development	√	
Development Permits & Development Variance Permits – Individual Applications	Planning & Development		√
Dog Licenses	Bylaw		√

E			
Elections - List of Registered Electors* (requires completion of Declaration form)	Corporate Services	√ *inspection only	
Elections - Campaign Financing Disclosure Statement* (requires completion of Declaration form)	Corporate Services	√ *inspection only	

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Elections - Nomination Papers* (requires completion of Declaration form)	Corporate Services	√ *inspection only	
Elections - Results	Corporate Services	√	
Electrical Permits / Certificates	Service BC	√	
Employee Benefits – Individual Case Files	Human Resources		√
Employees - Individual Case Files	Human Resources		√
Employment Applications / Resumes	Human Resources		√
Expense Claims – Individual Case Files	Finance		√
Expense Claim Summaries (included in Statement of Financial Information SOFI)	Finance	√	

F			
Filming Permits (Policy)	Community Economic Development	√	
Financial Disclosure Forms - Council	Corporate Services	√	
Financial Disclosure Forms - Employees	Corporate Services		√
Financial Statements	Finance	√	

G			
Garbage Collection / Recycling Schedule	Recycle BC/ Public Works	√	
Geographic Information System (GIS) - Database & Mapping Information	Information Technology	√	
Grants from the City - General Information	Finance	√	
Grants from the City – Grants in Aid Requests / Applications	Finance		√

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H			
Heritage Inventory	Planning & Development	√	
Heritage Sites – Individual case files	Planning & Development		√

I			
Incident Reports	Various		√
Inspection Reports - Fire	Fire Department		√
Inspection Reports - Workplace	Human Resources		√
Insurance Policies	Corporate Services		√

J			
Job Classifications & Reclassifications	Human Resources	√	√
Job Competitions - Opportunities	Human Resources	√	
Job Competitions – Individual files	Human Resources		√
Job Descriptions	Human Resources	√	
Job Evaluations	Human Resources		√

K			

L			
Leases	Corporate Services		√
Letters of Credit / Bonds	Various		√
Liquor Licenses	LCRB/		

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	Planning & Development	√	
Litigation - Individual Case Files	Corporate Services		√

M			
Media Releases	Corporate Services	√	
Meeting Agendas & Minutes – Council, Committees, Commissions – Open Session	Corporate Services	√	
Meeting Agendas & Minutes – Council, Committees, Commissions – Closed Session	Corporate Services		√

N			

O			
Occupancy Permits	Building & Bylaw		√
Official Community Plan (OCP)	Planning & Development	√	
Organization Chart	Corporate Services	√	

P			
Plumbing Permits	Building & Bylaw		√
Properties Owned by the City	Corporate Services		√
Properties Leased by the City	Corporate Services		√
Property Files – Individual	Planning & Development		√
Public Hearings - Notices / Agendas / Minutes / Exhibits (Letters of Support or Objections)	Planning & Development	√	
Purchase Orders	Finance		√

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Q			
Quotations	Various		√

R			
Recreation Programs - General Information	Parks, Recreation & Culture	√	
Recreation Programs - Applications / Registrations	Parks, Recreation & Culture		√
Recreation Surveys	Parks, Recreation & Culture		√
Remuneration - Board	Corporate Services	√	
Rights of Way / Easements	Land Title Office / Various	√	

S			
Salaries - Employees	Human Resources	√	
Sign Permits	Planning & Development	√	
Signing Authorities - List	Finance	√	
Special Events / Occasion Permits	Parks, Recreation & Culture	√	
Subdivisions – Applications / Plans	BC Ministry of Transportation / Planning & Development		√

T			
Temporary Use Permits	Planning & Development		√
Tenders / Requests for Proposals – General Info.	Various	√	
Training and Development - General Information	Human Resources	√	
Travel Advances	Finance		√

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Travel Allowances & Expenses	Finance	√	
U			
V			
W			
Woodstove Permits	Building & Bylaw		√
Workers Compensation Board (WCB)	Human Resources		√
X			
Y			
Z			
Zoning and Rezoning - General Information & Regulations	Planning & Development	√	
Zoning and Rezoning - Individual Applications and Supporting Documents	Planning & Development		√
Zoning and Rezoning - Application Forms	Planning & Development	√	