

## Appendix 2 – Routinely Releasable Records

SUBJECT HEADING	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
<b>A</b>		
Access to Information Requests (FOI/POP)		X
Accident Reports – Employees		X
Accident Reports – Other		X
Accounts Payable – General Information	X	
Accounts Payable – Individual Vendors Case Files		X
Accounts Payable – Invoices		X
Accounts Receivable – General Information	X	
Accounts Receivable – Individual Accounts Cases Files		X
Acts and Legislation	X	
Administration – Organization Charts	X	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	X	
Advertising – Other	X	
Agendas – Advisory Committees, Boards and Commissions, etc. – Open Meetings	X	
Agendas – Advisory Committees, Boards and Commissions, etc. – Closed Meetings		X
Agendas – Board, Special Committees, etc. – Open Meetings	X	
Agendas – Board, Special Committees, etc. – Closed Meetings		X
Agreements		X
Application Forms (completed) – Various		X
Agricultural Land Commission – Individual Case Files		X
Alternate Director Appointments	X	
Annual Reports	X	
Arbitration Decisions		X
Audits/Auditor's Reports		X
Awards – Nomination Forms/Applications		X
<b>B</b>		
Benefits – Employee		X
Board Director List	X	
Board – Financial Disclosure Forms	X	
Board – Indemnities/Remuneration	X	
Board – Personal Information (i.e., home address)		X
Board Meetings – Minutes/Agendas/Reports – Closed (In Camera) Meetings		X
Board Meetings – Minutes/Agendas/Reports – Open Meetings	X	
Board Resolutions – Closed (In Camera) Meetings		X
Board Resolutions – Open Meetings	X	
Board of Variance – Applications and supporting documents		X

SUBJECT HEADING	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
Board of Variance – Minutes and Agendas	X	
Bonds and Letters of Credit		X
Brochures	X	
Budgets – General Information	X	
Budgets – Annual	X	
Budgets – Draft		X
Budgets – Final	X	
Budgets – Yearly Financial Report	X	
Building Permits – Issued	X	
Building Permits – Applications		X
Building Permits – Inspection Reports/Notices of Rejection		X
Building Permit Statistics	X	
Building Plans/Drawings (exterior and site plans)	X	
Building Plans/Drawings (interior and floor plans)		X
Building Regulations and General Information	X	
Buildings – Individual Case Files		X
Buildings – Regional District – Owned – Individual Case Files		X
Burial Permits – Issued	X	
Burning Permits	X	
Bylaws – after first reading	X	
Bylaws – Draft		X
Bylaws – Enforcement/Complaints		X
<b>C</b>		
Cemetery – Burial Permits - Issued	X	
Cemetery – Personal Information		X
Cheques/Cheque Requisitions		X
Claims – General Information	X	
Claims – Individual Case Files		X
Classifications – Jobs	X	
Collective Agreement – Draft		X
Collective Agreement – Final	X	
Committee Appointments – Applications		X
Committees – Internal/Staff – Agendas/Minutes		X
Committees, Commissions, Boards – Agenda/Minutes	X	
Competitions –Jobs		X
Complaints		X
Contracts/Agreements/Leases		X
Correspondence		X
Criminal Record Checks – Staff and Volunteers		X
<b>D</b>		
Debt and Debenture		X
Demographic Data	X	
Design Guidelines	X	
Development Cost Charges	X	
Development Guidelines	X	
Development Permits & Development Variance Permits – Issued	X	

SUBJECT HEADING	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
Development Permits & Development Variance Permits – Applications		X
Development Permits & Development Variance Permits – Individual Case Files		X
Dog Licences		X
<b>E</b>		
Elections – Campaign Financing Disclosure Forms	X	
Elections – Nomination Papers	X	
Elections – Results	X	
Election Scrutineer Authorizations	X	
Emergency Measures – Business Recovery Plans		X
Emergency Measures – Regional District Emergency Plan		X
Employee Benefits		X
Employee Classifications	X	
Employees – Individual Case Files – Employees – Current		X
Employees – Individual Case Files – Employees – No longer with Regional District		X
Employment Applications/Resumes		X
Engineering Project Files		X
Expense Accounts – Board/Staff	X	
Expense Claims – Board/Staff		X
<b>F</b>		
Facilities – Regional District Owned		X
Fee Schedules	X	
Financial Audits		X
Financial Disclosure Forms – Board	X	
Financial Disclosure Forms – Employees		X
Financial Statements	X	
Fire Incident Reports		X
Fire Cause Determination Reports		X
Fire Inspection Reports	X	
First Aid/WCB Reports		X
Flyers	X	
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information		X
<b>G</b>		
Garbage Collection/Recycling Calendar	X	
Geographic Information System (GIS) – Database and Mapping Information	X	
Government Protocols and Cost-Sharing Agreements		X
Grants from the Regional District – General Information	X	
Grants from the Regional District – Requests/Applications		X
Grants to the Regional District – General Information	X	
Grievances – Individual Case Files		X
<b>H</b>		
Heritage Inventory	X	

<b>SUBJECT HEADING</b>	<b>ROUTINE RELEASE</b>	<b>REVIEW OR FOI REQUEST REQ'D</b>
Heritage Revitalization Agreements	X	
Heritage Sites		X
<b>I</b>		
Illegal Suites – Complaints		X
Information Bulletins	X	
Inspection Reports – Building		X
Inspection Reports – Fire	X	
Inspections – Workers Compensation Board		X
Insurance Policies		X
Insurance – Employee Benefits		X
Instruction Sheets	X	
Inventories – Heritage	X	
Inventories and Asset Control		X
Invoices		X
<b>J</b>		
Job Descriptions	X	
Job Evaluations		X
Job Postings	X	
<b>K</b>		
<b>L</b>		
Labour Negotiations		X
Land Sale/Options/Exchange/Transfer		X
Land Use Applications	X	
Land Use Contracts	X	
Landfill Schedules	X	
Leases		X
Legal opinions		X
Legal Opinions – Invoices/Costs		X
Letters of Consent	X	
Letters Patent	X	
Litigation – Individual Case Files		X
Litigation – Invoices/Costs		X
Long Term Disability – Individual Case Files		X
<b>M</b>		
Maintenance Manuals	X	
Maintenance Records	X	
Management Reviews		X
Maps	X	
Minutes – Board, Special Committees, etc. Open	X	
Minutes – Board, Special Committees, etc. – Closed Meetings		X
Mission Statement	X	
<b>N</b>		
News/Media Releases	X	
Newsletter – Regional District	X	
Nomination Papers – Elections	X	
Notice of Intent and Demolition		X
<b>O</b>		
Oaths of Office	X	

<b>SUBJECT HEADING</b>	<b>ROUTINE RELEASE</b>	<b>REVIEW OR FOI REQUEST REQ'D</b>
Occupancy Permits – see Building Permits	X	
Official Community Plans	X	
Organization Charts	X	
Organization Reviews/Audits	X	
<b>P</b>		
Pamphlets	X	
Payroll		X
Performance Planning and Review		X
Permits – Issued – All Types	X	
Pesticide Use Permits	X	
Planning Studies and Reports (published)	X	
Policy Manuals	X	
Presiding Election Official Appointments	X	
Property Development Guidelines	X	
Proposal and Bid Summaries	X	
Public Appointments	X	
Public Hearings – Minutes/Agendas/Notices	X	
Public Information Meeting Minutes	X	
Public Meeting and Public Hearing Schedules	X	
Public Notices	X	
Purchase Orders		X
<b>Q</b>		
Quotations		X
<b>R</b>		
Reclassifications		X
Recreation Programs – General Information	X	
Recreation Programs – Applications/Registrations		X
Recreation Surveys		X
Reference Manuals	X	
Referendum and Other Voting Results	X	
Remuneration – Board	X	
Remuneration – Staff	X	
Reports – Annual	X	
Reports – Financial	X	
Reports and Statistics	X	
Reports to Board – Open Meetings	X	
Reports to Board – Closed (In Camera) Meetings		X
Rezoning – Applications		X
Rezoning – General Information	X	
Rezoning – Notifications	X	
<b>S</b>		
Salaries – Employees	X	
Secondary Suites – Complaints		X
Signing Authorities – List	X	
Special Events/Occasion Permits	X	
Speeches	X	
Soil Removal / Deposit Permits	X	
Staff Meetings (by Department) – Minutes and Agendas		X
Staff Reports – Open Meetings	X	

<b>SUBJECT HEADING</b>	<b>ROUTINE RELEASE</b>	<b>REVIEW OR FOI REQUEST REQ'D</b>
Staff Reports – Closed (In Camera) Meetings		X
Standard Operational Guidelines & Procedures	X	
Subdivisions – Applications		X
Subdivisions – Plans	X	
Survey Certificates*	X	
<b>T</b>		
Tax Exemptions	X	
Telephone Bills		X
Temporary Commercial Use Permits	X	
Temporary Industrial Use Permits	X	
Tenders	X	
Timesheets (payroll)		X
Training and Development – General Information	X	
Training and Development – Individual Employee		X
Travel Allowances and Expenses	X	
<b>U</b>		
Unightly Premises – Complaints		X
<b>V</b>		
Variance Permits – see Development and Development Variance Permits		
Vendors/Suppliers – Individual Case Files		X
<b>W</b>		
Wages – Staff	X	
Workers Compensation Board (WCB) – Claims		X
Workplace Inspection Reports		X
Work Plans (by Department)		X
Works and Services Agreements	X	
<b>X,Y,Z</b>		
Zoning and Rezoning – Individual Applications and Supporting Documents		X
Zoning and Rezoning – Public Hearing Notices/Agendas/Notes/Reports to Council/Letters of Support or Objections	X	
Zoning and Rezoning – General Information & Regulations	X	

\* Permitted with written authorization from the owner