



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 Administration Department in case of uncertainty.			
Subject Heading	Dept of Record	Routine	FOI Request Req'd
A			
Access to Information Requests (FOIPPA)	Admin		x
Accident Reports - Employees	Admin		x
Accident Reports - Other	Admin		x
Accounts Payable - General Information	Finance	x	
Accounts Payable - Individual Vendors Case Files	Finance		x
Accounts Payable - Invoices	Finance		x
Accounts Receivable - General Information	Finance	x	
Accounts Receivable - Individual Account Case Files	Finance		x
Administration - Organization Charts	Admin	x	
Advertising - Statutory Notices for Public Hearings, DVP, Etc.	Planning	x	
Advertising - Other	Various	x	
Agendas - Board, Committees and Commissions - Open Meetings	Admin	x	
Agendas - Board, Committees and Commissions - Closed Meetings	Admin		x
Agreements	Admin		x
Application Forms (completed)	Various		x
Agricultural Land Commission - Individual Case Files	Planning		x
Arbitration Decisions	Admin		x
Annual Reports/Public Bodies Report	Finance	x	
Assessment Roll/Information	BC Assessment Authority		x
Asset Control/Inventories	Finance		x
Audits/Auditor's Reports	Finance		x
Awards - Nomination Forms/Applications	Admin		x
B			
Benefits - Employee	Admin		x

Board - Financial Disclosure Forms	Admin	x	
Board - Indemnities/Remuneration	Admin	x	
Board Meetings - Minutes/Agendas/Reports - Closed (In Camera) Meetings	Admin		x
Board Meetings - Minutes/Agendas/Reports - Open Meetings	Admin	x	
Board of Variance - Applications and supporting documents	Planning		x
Board of Variance - Minutes and Agendas	Planning	x	
Board - Personal Information (i.e., home address)	Admin		x
Board Resolutions - Closed (In Camera) Meetings	Admin		x
Board Resolutions - Open Meetings	Admin	x	
Board Strategic Plan	Admin	x	
Bonds and Letters of Credit	Finance		x
Budgets - General Information	Finance	x	
Budgets - Annual	Finance	x	
Budgets - Capital	Finance	x	
Budgets - Draft	Finance		x
Budgets - Operating - Final	Finance	x	
Budgets - Yearly Financial Report	Finance	x	
Building Permits (including Plumbing, Heating & Electrical, Occupancy) - General Information	Building	x	
Building Permits Applications	Building		x
Building Permits - Inspection Reports/Notices of Rejection	Building		x
Building Plans/Drawings - Exterior Views & Site Plans only	Building	x	
Building Plans/Drawings - Interior Views & Plans	Building		x
Building Regulations and General Information	Building	x	
Buildings - Individual Case Files	Building		x
Bylaws	Admin	x	
Bylaws - Draft	Admin		x
Bylaw - Enforcement/Complaints	Bylaw Enforcement		x
C			
Cheques/Cheque Requisitions	Finance		x
Circulars, Directives, Orders	Admin	x	
Claims - General Information	Finance	x	
Claims - Individual Case Files	Admin		x
Classifications - Jobs	Admin		x
Collective Agreements - Draft	Admin		x
Collective Agreements - Final	Admin	x	
Committee Appointments - Applications	Admin		x
Committees - Internal/Staff - Agendas/Minutes	Various		x
Competitions - Jobs	Admin		x
Complaints	Various		x
Contracts/Agreements/Leases	Admin		x

Corporate Strategic Plan	Admin	x	
Covenants/Restrictive Covenants	Land Title Office/Various	x	
Criminal Record Checks - Staff and Volunteers	Admin		x
D			
Debt and Debenture	Finance		x
Demographic Data	Planning	x	
Design Guidelines	Planning	x	
Development - Individual Area Plans	Planning	x	
Development Cost Charges	Planning	x	
Development Guidelines	Planning	x	
Development Permits & Development Variance Permits - General	Planning	x	
Development Permits & Development Variance Permits - Applications	Planning		x
Development Permits & Development Variance Permits - Individual Case Files	Planning		x
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Various	x	
Elections Campaign Financing Disclosure Forms	Admin	x	
Elections - Nomination Papers	Admin	x	
Elections - Results	Admin	x	
ACRD's Emergency Plan	Protective Services	x	
Employee Benefits	Admin		x
Employee Classification	Admin	x	
Employees - Individual Case Files - Current and Past	Admin		x
Employment Applications/Resumes	Admin		x
Expense Accounts - Board/Staff	Finance	x	
Expense Claims Summaries (included in Public Bodies Report)	Finance	x	
F			
Facilities - Regional District - Owned	Various		x
Financial Audits	Finance		x
Financial Disclosure Forms - Board	Admin	x	
Financial Disclosure Forms - Employees	Admin		x
Financial Statements	Finance	x	
Fire Incident Reports	Fire		x
Fire Cause Determination Reports	Fire		x
First Aid/WCB Reports	Admin		x
Freedom of Information and Protection of Privacy - Individual Requests for Information/Change of Personal Information	Admin		x
G			
Geographic Information System (GIS) - Database and Mapping Information	GIS	x	
Government Protocols and Cost-Sharing Agreements	Admin		x

Grants from the ACRD - General Information	Finance	x	
Grants from the ACRD - Requests/Applications	Finance		x
Grants to the ACRD - General Information	Finance	x	
Grievances - Individual Case Files	Admin		x
H			
I			
Illegal Suites - Complaints	Bylaw Enforcement		x
Inspection Reports - Building (includes Electrical, Heating, and Plumbing)	Building		x
Inspection Reports - Fire	Various Fire Departments		x
Inspections - Workers Compensation Board	Admin		x
Insurance Policies	Finance		x
Insurance - Employee Benefits	Admin		x
Inventories and Asset Control	Finance		x
Invoices	Finance		x
J			
Job Competitions - Opportunities	Admin	x	
Job Competitions - Individual Files	Admin		x
Job Descriptions	Admin	x	
Job Evaluations	Admin		x
K			
L			
Labour Negotiations	Admin		x
Land Sale/Options/Exchange/Transfer	Admin		x
Leases	Community Services		x
Letters of Credit/Bonds	Various		x
Legal Opinions	Various		x
Legal Opinions - Invoices/Costs	Various		x
Licenses - General Information	Building	x	
Licenses - Applications	Building		x
Licenses - Individual Case Files	Building		x
Liquor Licenses	Liquor/Cannabis Regulation Branch/Planning	x	
Litigation - Individual Case Files	Various		x
Litigation - Invoices/Costs	Various		x
Long Term Disability - Individual Case Files	Admin		x
M			
Management Reviews	Admin		x
Minutes - Board, Committees, and Commissions - Open Minutes	Admin	x	
Minutes - Board, Committees, and Commissions - Closed Meetings	Admin		x
N			
News/Media Releases	Admin	x	
Newsletters	Various	x	

Nomination Papers - Elections	Admin	x	
O			
Occupancy Permits - See Building Permits	Building		
Official Community Plan (OCP)	Planning	x	
Operating Budgets - see Budgets	Finance		
Organization Reviews/Audits	Admin	x	
P			
Payroll	Finance		x
Performance Planning and Review	Various		x
Permits - All Types	Various	x	
Properties Owned by ACRD	Various		x
Properties Leased by ACRD	Various		x
Property Taxes	Finance	x	
Proposals	Admin		x
Public Hearings - Minutes/Agendas/Notices	Planning	x	
Q			
Quotations	Finance		x
R			
Reclassifications	Admin		x
Remuneration - Board	Admin	x	
Remuneration - Staff	Admin	x	
Reports - Annual	Admin	x	
Reports - Financial	Finance	x	
Reports and Statistics	Admin	x	
Reports to Board - Open Meetings	Admin	x	
Reports to Board - Closed (In Camera) Meetings	Admin		x
Rezoning - Applications	Planning		x
Rezoning - General Information	Planning	x	
Rezoning - Individual case Files	Planning		x
Rezoning - Notifications	Planning	x	
Rights of Way, Easements	Various	x	
S			
Salaries - Employees	Admin	x	
Secondary Suites - Complaints	Bylaw Enforcement		x
Signing Authorities - List	Finance	x	
Special Events/Occasion Permits	Admin	x	
Staff Reports - Open Meetings	Admin	x	
Staff Reports - Closed (In Camera) Meetings	Admin		x
Subdivisions - Applications	Planning		x
Subdivisions - Plans	Planning		x
Survey Certificates	Various	x	
T			
Tax Exemptions	Finance	x	
Taxation Assessments - General	Finance	x	
Taxes Paid	Finance	x	
Telephone Bills	Finance		x
Temporary Use Permits - General	Planning	x	

Temporary Use Permits - Applications	Planning		x
Temporary Use Permits - Individual Case Files	Planning		x
Tenders	Finance	x	
Timesheets (payroll)	Finance		x
Training and Development - General Information	Admin	x	
Training and Development - Individual Employee	Admin		x
Travel Advances	Finance		x
Travel Allowances and Expenses	Finance	x	
U			
Unsightly Premises - Complaints	Bylaw Enforcement		x
V			
Vendors/Suppliers - Individual Case Files	Finance		x
W			
Wages - Staff	Admin	x	
Woodstove Permits	Building		x
Workers Compensation Board (WCB) - Claims	Admin		x
Workplace Inspection Reports	Admin		x
Workplans (by Department)	Various		x
Works and Services Agreement	Various	x	
X			
Y			
Z			
Zoning and Rezoning - General Information & Regulations	Planning	x	
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/Notes/Reports to Board/Letters of Support or Objections	Planning	x	