

CENTRAL COAST REGIONAL DISTRICT  
RECORD TYPES

APPENDIX 2

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*. The list should be used to determine whether or not a particular record can be released routinely or whether a more formal review is required. It is by no means exhaustive listing and is meant only as guide.

Subject Heading	Routine	FOI Request Required
<b>A</b>		
Access to Information Requests (FOIPPA)		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 Account Case Files		X
Administration - Organization Charts	X	
Advertising - Statutory Notices for Public Hearings, Development Variance Permit, etc.	X	
Advertising - Other	X	
Agendas - Advisory Committees, Boards and Commissions of the Regional District	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
Arbitration Decisions		X

Subject Heading	Routine	FOI Request Required
Assessment Roll/Information - The public is to contact BC Assessment directly		
Audits/Auditor's Reports		X
Awards - Nomination Forms/Applications		X
<b>B</b>		
Banners	X	
Bear Aware Program - General Information	X	
Benefits - Employees		X
Board - Financial Disclosure forms	X	
Board - Indemnities/Remuneration see Statement of Financial Information	X	
Board - Personal Information (i.e. Home address)		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
Board of Variance - Minutes and Agendas	X	
Boil Water Advisory - General Information	X	
Bonds and Letters of Credit		X
Budgets - General Information	X	
Budgets - Annual	X	
Budgets - Capital	X	
Budgets - Draft	X	
Budgets - Operating- Final	X	
Budgets - Yearly Financial Report	X	
Building Plans/Drawings *Copyrighted*		X
Building Regulations and General Information	X	
Buildings - Regional District Owned - Individual Case Files		X
Burial Permits	X	
Burning Permits	X	
Bylaws	X	

<b>Subject Heading</b>	<b>Routine</b>	<b>FOI Request Required</b>
Bylaws - Draft		X
Bylaws - Enforcement/ Complaints		X
<b>C</b>		
Cheques/Cheques Requisitions		X
Circulars, Directives, Orders	X	
Claims - General Information	X	
Claims - Individual Case Files		X
Classifications - Jobs		X
Collective Agreements - Draft		X
Collective Agreements - Final	X	
Commercial Vehicle Licenses/Permits		X
Committee Appointments - Applications		X
Committees - Internal/Staff - Agenda/Minutes		X
Committees, Commissions, Boards - Agenda/Minutes	X	
Competitions - Jobs		X
Complaints		X
Contracts/Agreements/Leases		X
Court of Revision - Elections - Agendas/Minutes	X	
Court of Revision - Frontage Tax - Agendas/Minutes	X	
Criminal Record Checks - Staff and Volunteers		X
<b>D</b>		
Debt and Debenture		X
Demographic Data	X	
Design Guidelines	X	
Development - Individual Area Plans	X	
Development Cost Charges	X	
Development Guidelines	X	
Development Permits & Development Variance Permits - General Information	X	

Subject Heading	Routine	FOI Request Required
Development Permits & Development Variance Permits - Applications		X
Development Permits & Development Variance Permits - Individual Case Files		X
<b>E</b>		
Easements/Rights of Way/Encroachments/Restrictive Covenants	X	
Economic Development - General Information	X	
Economic Development - Newsletter	X	
Elections - List of Registered Electors	X	
Elections - Campaign Financing Disclosure Forms	X	
Elections - Nomination Papers	X	
Election - Results	X	
Emergency Measures - Business Recovery Plans	X	
Emergency Measures - Regional District's Emergency Plan	X	
Employee Benefits		X
Employees Classification	X	
Employees - Individual Case Files - Current		X
Employees - Individual Case Files - Terminated		X
Employment Applications/Resumes		X
Engineering Project Files		X
Expense Accounts - Council/Staff See Accounts Payable	X	
Expense Claims - Council/Staff	X	
<b>F</b>		
Facilities - Regional District Owned		X
Financial Audits		X
Financial Disclosure Forms - Board of Directors	X	
Financial Disclosures Forms Employees		X
Financial Statements	X	

Subject Heading	Routine	FOI Request Required
Fire Incident Reports		X
Fire Cause Determination Reports		X
Fire Inspection Reports		X
First Aid/WCB Reports		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 Regional District - General Information	X	
Grants from the Regional District - Request/Applications		X
Grants to the Regional District - General Information	X	
Grievances - Individual Case Files		X
<b>H</b>		
Heritage Sites		X
<b>I</b>		
Inspections - Workers Compensation Board		X
Insurance Policies		X
Insurance - Employees Benefits		X
Inventories and Asset Control		X
Invoices		X
<b>J</b>		
Job Description	X	
Job Evaluations		X

Subject Heading	Routine	FOI Request Required
<b>K</b>		
<b>L</b>		
Labour Negotiations		X
Landfill Operations - General Information	X	
Land Sale/Options/Exchange/Transfer		X
Leases		X
Legal Opinions		X
Legal Opinions - Invoices/Costs		X
Litigation - Individual Case Files		X
Litigation - Invoices/Costs		X
Long Term Disability - Individual Case Files		X
<b>M</b>		
Management Reviews		X
Maps	X	
Minutes - Advisory Committees, Boards and Commission of Board	X	
Minutes - Board, Special Committees, etc. - Open Meetings	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 on Title (i.e. Building Contravention)	X	
<b>O</b>		
Official Community Plan	X	
Operating Budgets - See Budgets		
Organization Review/Audits	X	
<b>P</b>		
Payroll		X
Performance Planning and Review		X

Subject Heading	Routine	FOI Request Required
Petitions (to Council)	X	
Policies and Procedures	X	
Proposals		X
Public Hearings - Minutes/Agendas/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
Remuneration - Board	X	
Remuneration -Staff		X
Reports - Annual	X	
Reports - Financial	X	
Reports, Videos, CDs - Specific Projects		X
Reports and Statistics	X	
Reports to Board	X	
Reports to Board - Closed (In Camera) Meetings		X
Restrictive Covenants - See Land Titles Office for registered documents		
Rezoning Applications		X
Rezoning - General Information	X	
Rezoning - Individual Case Files	X	
Rezoning Notifications	X	
Rights of Way, Easements	X	
<b>S</b>		
Salaries - Staff		X
Sewage Dumping (Outside Agencies)	X	
Signing Authorities - List	X	
Staff Meetings Minutes and Agendas		X
Staff Reports - Open Meeting	X	
Staff Reports - Closed (In Camera) Meetings		X

Subject Heading	Routine	FOI Request Required
Statement of Financial Information	X	
Subdivisions Plans - Individual Case Files		X
Subdivision Plans (registered in Land Titles)	X	
Surveys of the Public	X	
<b>T</b>		
Taping of Meetings (Open)	X	
Taping of Meetings (Closed)		X
Tax Exemptions	X	
Taxation Assessments - General	X	
Taxes Paid	X	
Telephone Bills		X
Tenders	X	
Timesheets (payroll)		X
Training and Development - General Information	X	
Training and Development - Individual Employees		X
Trails - General Information	X	
Transit - General Information	X	
Travel Advances		X
Travel Allowance and Expenses		X
<b>U</b>		
Unsanitary Premises - Complaints		X
Utilities (Water, Sewer, Garbage) - Paid	X	
<b>V</b>		
Variance Permits - See Development and Development Variance Permits		
Vendors/Suppliers - Individual Case Files		X
<b>W</b>		
Water Quality Reporting	X	
Workers Compensation Board (WCB) - Claims		X
Workplace Inspections		X
Work plans		X
Works and Services Agreement	X	



Subject Heading	Routine	FOI Request Required
<b>X, Y, Z</b>		
Zoning and Rezoning - General Information & Regulations	X	
Zoning and Rezoning - Individual Applications and Supporting Documents		X
Zoning and Rezoning - Individual Case Files		X
Zoning and Rezoning - Public Hearing Notices/Agendas/Notes/Reports to Council/Letters of Support Or Objections	X	