



The following list identifies some of the most common record types 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 or whether a more formal review is required. Under Village of Belcarra Fees and Charges Bylaw 517, 2018, Schedule 1, fees for the provision of routinely available documents may be applicable.

This is by no means an exhaustive listing and is meant only as a guide. Please contact the Corporate Officer in case of uncertainty.			
SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQ'D
A			
Access to Information Requests (FOIPPA)	Head FOI		√
Accident Reports – Employees	HR – CAO		√
Accident Reports – Other	HR – CAO		√
Accounts Payable – General Information	Finance	√	
Accounts Payable – Individual Vendors Case Files	Finance		√
Accounts Payable – Invoices	Finance		√
Accounts Receivable – General Information	Finance	√	
Accounts Receivable – Individual Accounts Case Files	Finance		√
Acts and Legislation	Corporate Officer	√	
Administration – Organization Charts	Admin	√	
Advertising - Statutory Notices for Public Hearings, DVP, etc.	Admin/ Corporate Officer	√	
Advertising – Other	Admin	√	
Agendas – Advisory Committees, Boards and Commissions of Council	Corporate Officer	√	
Agendas – Council, Special Committees, etc. – Open Meetings	Corporate Officer	√	
Agendas – Council, Special Committees, etc. – Closed Meetings	Corporate Officer		√
Agreements	Admin		√
Application Forms (completed) – Various			√
Arbitration Decisions	HR - CAO		√
Assessment Roll/Information – the public is to contact BC Assessment directly	Finance		
Audits/Auditor’s Reports	Finance		√
Awards – Nomination Forms/Applications	Admin		√

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQ'D
B			
Benefits – Employee	HR - CAO		√
Board of Variance - Applications and supporting documents	Admin/Building		√
Board of Variance – Minutes and Agendas	Corporate Officer	√	
Bonds and Letters of Credit	Finance		√
Budgets – General Information	Finance	√	
Budgets – Annual	Finance	√	
Budgets – Capital	Finance	√	
Budgets – Draft	Finance		√
Budgets – Operating – Final	Finance	√	
Budgets – Operating – Provisional	Finance	√	
Budgets – Yearly Financial Report	Finance	√	
Building Permits (includes 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 – Municipally-Owned – Individual Case Files	Admin		√
Burning Permits	Fire/Finance	√	
Business Licences	Admin/Finance	√	
Business Licences – Applications	Admin/Finance		√
Business Licences – Individual Case Files	Admin/Finance		√
Bylaws	Corporate Officer	√	
Bylaws – Draft	Corporate Officer		√
Bylaws – Enforcement/Complaints	Bylaws/Building		√
C			
Cheques/Cheque Requisitions	Finance		√
Circulars, Directives, Orders	Admin	√	
Claims – General Information	Admin/Finance	√	
Claims – Individual Case Files	Admin/Finance		√
Committee Appointments – Applications	Corporate Officer		√
Committees – Internal/Staff – Agendas/Minutes	Various		√
Committees, Commissions, Boards – Agendas/Minutes	Corporate Officer	√	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQ'D
Competitions - Jobs	HR - CAO		√
Complaints	Various		√
Contaminated Site Information	Public Works/Building		√
Contracts/Agreements/Leases	Admin		√
Council - Financial Disclosure Forms	Admin/Finance	√	
Council - Indemnities/Remuneration	Finance	√	
Council - Personal Information (i.e., home address)	Admin		√
Council Meetings – Minutes/Agendas/Reports – Closed Meetings	Corporate Officer		√
Council Meetings – Minutes/Agendas/Reports - Open Meetings	Corporate Officer	√	
Council Meetings – Minutes/Agendas/Reports – Video and Audio Tapes - Open Meetings	Corporate Officer	√	
Council Meetings – Minutes/Agendas/Reports – Video and Audio Tapes – Closed (In Camera) Meetings	Corporate Officer		√
Council Resolutions – Closed (In Camera) Meetings	Corporate Officer		√
Council Resolutions – Open Meetings	Corporate Officer	√	
Court of Revision – Elections – Agendas/Minutes	Corporate Officer	√	
Court of Revision – Frontage Tax – Agendas/Minutes	Finance	√	
Criminal Record Checks – Staff and Volunteers	RCMP		√ (Federal)
D			
Debt and Debenture	Finance		√
Demographic Data	Admin	√	
Design Guidelines	Admin/Planning	√	
Development – Individual Area Plans	Admin/Planning	√	
Development Cost Charges	Finance	√	
Development Guidelines	Admin/Planning	√	
Development Permits & Development Variance Permits	Admin/Planning	√	
Development Permits & Development Variance Permit –Applications	Admin/Planning		√
Development Permits & Development Variance Permit –Individual Case Files	Admin/Planning		√
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Admin/Public Works	√	
Elections – List of Registered Electors	Corporate Officer		√
Elections – Campaign Financing Disclosure Forms	Corporate Officer	√	
Elections – Nomination Papers	Corporate Officer	√	
Election - Results	Corporate Officer	√	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQ'D
Electrical Permits/Certificates – see Building Permits	Building		
Emergency Measures – Business Recovery Plans	Admin		√
Emergency Measures – Village’s Emergency Plan	Admin		√
Employee Benefits	HR – CAO		√
Employee Classification	HR - CAO	√	
Litigation – Invoices/Costs	Finance		√
Employees – Individual Case Files	HR – CAO		√
Employment Applications/Resumes	HR – CA)		√
Engineering Project Files	Public Works		√
F			
Facilities – Municipally-Owned	Public Works		√
Filming Permits	Admin	√	
Financial Audits	Finance		√
Financial Disclosure Forms – Council	CAO	√	
Financial Disclosure Forms – Employees	HR - CAO		√
Financial Statements	Finance	√	
Fire Incident Reports	Fire		√
Fire Cause Determination Reports	Fire		√
Fire Inspection Reports	Fire	√	
First Aid/WCB Reports	HR/CAO		√
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	Corporate Officer		√
G			
Geographic Information System (GIS) – Database and Mapping Information	Consultant/ Admin	√	
Government Protocols and Cost-Sharing Agreements	Finance		√
Grants from the Village – General Information	Finance	√	
Grants from the Village – Requests/Applications	Finance		√
Grants to the Village – General Information	Finance	√	
Grievances – Individual Case Files	HR/CAO		√
H			
Heating Permits – see Building Permits	Building		
Home based Business Registry – General Information	Admin/Planning	√	
Home based Business Registry – Applications			√
Homeowner Grants – Provincial	Finance		√

I			
SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQ'D
Illegal Suites – Complaints	Bylaws		√
Illegal Suites – List	Bylaws		√
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Building		√
Inspection Reports – Fire	Admin/Fire		√
Inspections – Workers Compensation Board	HR/CAO		√
Insurance Policies	Finance/CAO		√
Insurance – Employee Benefits	HR/CAO		√
Inventories and Asset Control	Finance		√
Invoices	Finance		√
J			
Job Descriptions	HR/CAO	√	
Job Evaluations	HR/CAO		√
K			
L			
Labour Negotiations	HR/CAO		√
Land Sale/Options/Exchange/Transfer	Admin		√
Leases	Admin		√
Legal Opinions	Admin		√
Legal Opinions – Invoices/Costs	Finance		√
Licenses	Admin	√	
Licenses – Applications	Dependent on application		√
Licenses – Individual Case Files	Admin		√
Liquor Licences	Admin	√	
Litigation – Individual Case Files	CAO/CO		√
Litigation – Invoices/Costs	Finance		√
Long Term Disability – Individual Case Files	HR/CAO		√
M			
Management Reviews	HR - CAO		√
Minutes – Advisory Committees, Boards and Commissions of Council	Corporate Officer	√	
Minutes – Council, Special Committees, etc – Open Meetings	Corporate Officer	√	
Minutes – Council, Special Committees, etc – Closed Meetings	Corporate Officer		√
Mission Statement	Admin.	√	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQ'D
N	Admin		
News/Media Releases	Admin	√	
Newsletter – City	Admin	√	
Nomination Papers – Elections	Admin	√	
Notice of Intent and Demolition	Bylaw Enforcement		√
O			
Occupancy Permits – see Building Permits	Building		
Official Community Plan (OCP)	Admin/Planning	√	
Operating Budgets - see Budgets	Finance		
Organization Reviews/Audits	CAO	√	
P			
Parking Permit Applications	Admin		√
Parking Tickets/Enforcement	Bylaws		√
Payroll	HR – Finance		√
Permits – All Types	Various	√	
Plumbing Permits – see Building Permits	Building		
Proclamations	Corporate Officer	√	
Property Taxes	Finance	√	
Proposals	Admin		√
Provisional Budget - see Budget	Finance		
Public Hearings – Minutes/Agendas/Notices	Corporate Officer	√	
Purchase Orders	Finance		√
Q			
Quotations	Finance		√
R			
Reclassifications	HR/CAO		√
Recycling Calendar	Public Works	√	
Remuneration – Council	Finance	√	
Remuneration – Staff	Finance	√	
Reports – Annual	Admin	√	
Reports – Financial	Finance	√	
Reports and Statistics	Various	√	
Reports to Council – Open Meetings	Various	√	
Reports to Council – Closed (In Camera) Meetings	Various		√

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQ'D
Reports – Technical (consultant should include copyright disclaimer within report)	Various	√	
Rezoning – Applications	Admin/Planning		√
Rezoning – General Information	Admin/Planning	√	
Rezoning – Individual Case Files	Admin/Planning		√
Rezoning – Notifications	Admin/Planning		√
Road Use Permit Applications	Admin		√
Rights of Way, Easements	Admin/Public Works	√	
S			
Salaries – Employees - General	HR - CAO	√	
Secondary Suites – Complaints	Bylaws		√
Secondary Suites – List	Bylaws		√
Sign Permit Applications	Admin		√
Signing Authorities – List	Admin	√	
Special Events/Occasion Permit Applications	Admin/Finance		√
Staff Meetings (by Department) – Minutes and Agendas	Various		√
Staff Reports – Open Meetings	Admin	√	
Staff Reports – Closed (In Camera) Meetings	Admin		√
Subdivisions – Applications	Admin/Planning		√
Subdivisions – Plans	Admin/Planning		√
Survey Certificates	Building	√	
T			
Tax Exemptions	Finance	√	
Taxation Assessments	Finance	√	
Taxes Paid	Finance	√	
Telephone Bills	Finance		√
Tenders	Purchasing	√	
Timesheets (payroll)	HR - Finance		√
Traffic Control – Complaints	Public Works		√
Training and Development – General Information	HR - CAO	√	
Training and Development – Individual Employee	HR - CAO		√
Travel Advances	Finance		√
Travel Allowances and Expenses	Finance	√	
Tree Cutting Applications	Public Works		√
Tree Cutting Permits	Public Works	√	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQ'D
U			
Unsightly Premises – Complaints	Bylaws		√
V			
Variance Permits – see Development and Development Variance Permits	Admin/Building		
Vendors/Suppliers – Individual Case Files	Finance/ Purchasing		√
W			
Wages – Staff	HR – CAO		√
Workers Compensation Board (WCB) – Claims	HR – CAO		√
Workplace Inspection Reports	HR - CAO		√
Work plans (by Department)	Various		√
Works and Services Agreements	Public Works	√	
X, Y, Z			
Zoning and Rezoning – Individual Applications and Supporting Documents	Admin/Planning		√
Zoning and Rezoning – Individual Case Files	Admin/Planning		√
Zoning and Rezoning – Public Hearing Notices/ Agendas/ Notes/ Reports to Council/ Letters of Support or Objections	Corporate Officer	√	
Zoning and Rezoning – General Information & Regulations	Admin/Planning	√	