



Routinely Releasable Documents / Information

A public body must establish categories of records that are available to the public without a formal request for access under the *Freedom of Information and Protection of Privacy Act*.

The following is a list of routinely available information provided by the CRD.

Subject/Record	Department	Routinely Released	FOI Request Needed
A			
Access to Information Requests (FOIPPA)	Corporate Administration		X
Accident Reports – Employees	Human Resources		X
Accident Reports – Other	Human Resources		X
Accounts Payable – General Info.	Finance	X	
Accounts Payable – Individual Vendors Case Files	Finance		X
Accounts Payable – Invoices	Finance		X
Accounts Receivable – General Info.	Finance	X	
Accounts Receivable – Individual Accounts Case Files	Finance		X
Acts and Legislation – May refer public to Library	Corporate Administration	X	
Administration – Organization Charts	Human Resources	X	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Development Services	X	
Advertising – Other	Various Departments	X	
Agendas – Board, Committees, etc. Open meetings.	Corporate Administration	X	
Agendas – Board, Committees, etc. Closed meetings.	Corporate Administration		X
Agreements/Contracts	Corporate Administration		X
Application Forms (completed) – Various	All Departments		X
Agricultural Land Commission – Individual Case Files	Development Services	X	
B			
Board – Financial Disclosure Forms	Corporate Administration	X	
Board – Indemnities/Remuneration/SOFI	Corporate Administration	X	
Board – Directors Contact Information List	Corporate Administration		X
Board Meetings – Minutes/Agendas/Reports – Open Meetings	Corporate Administration	X	
Board Resolutions – Closed (In-Camera) Meetings	Corporate Administration		X
Board Resolutions – Open Meetings	Corporate Administration	X	
Budgets – General Information	Finance	X	
Budgets – Annual	Finance	X	
Budgets – Capital	Finance	X	
Budgets – Draft	Finance		X
Budgets – Operating – Final	Finance	X	
Budgets – Operating – Provisional	Finance	X	
Budgets – Yearly Financial Report	Finance	X	

Building Permits (includes Plumbing, Heating and Electrical, Occupancy)	Building Inspection	X	
Building Permits – Applications	Building Inspection		X
Building Permits – Inspection Reports/Notices of Rejection	Building Inspection	X	
Building Plans/Drawings	Building Inspection		X
Building Regulations and General Information	Building Inspection	X	
Building – Individual Case Files	Building Inspection		X
Bylaws	Corporate Administration	X	
Bylaws – Draft	Corporate Administration		X
Bylaws – Enforcement/Complaints	Development Services		X
C			
Cheques/Cheque Requisitions	Finance		X
Cheque Register, Monthly	Finance	X	
Collective Agreements – Draft	Human Resources		X
Collective Agreements – Final	Human Resources	X	
Committees, Commissions, Board – Agendas/Minutes	Corporate Administration	X	
Competitions – Jobs	Human Resources		X
Contracts/Agreements/Leases	Corporate Administration		X
D			
Development Guidelines	Development Services	X	
Development and Development Variance Permits	Development Services	X	
Development Permits and Development Variance Permit – Individual Case Files	Development Services	X	
E			
Elections – Campaign Financing Disclosure Forms	Corporate Administration	X	
Elections – Nomination Papers	Corporate Administration	X	
Elections – Official Results	Corporate Administration	X	
Emergency Measures – CRD Emergency Plans	Emergency Services		X
Employees Benefits	Human Resources		X
Employee Classification	Human Resources	X	
Employees – Individual Case Files – Union Employees – Current	Human Resources		X
Employees – Individual Case Files – Union Employees – Terminated	Human Resources		X
Employees – Individual Case Files – Exempt Staff	Human Resources		X
Employees Applications/Resumes	Human Resources		X
Expense Accounts – Board/Staff	Finance	X	
Expense Claims – Board/Staff	Finance	X	
F			
Financial Audits	Finance		X
Financial Disclosure Forms – Board	Corporate Administration	X	
Financial Disclosure Forms – Employees	Corporate Administration		X
Financial Statements, Audited	Finance	X	
Fire Incident Reports	Emergency Services		X
First Aid/WCB Reports	Human Resources		X

G			
Garbage Collection Calendar	EHS	X	
Geographic Information System (GIS) Database and Mapping Information	GIS Services	X	
Grants from the CRD – General Information	Finance	X	
Grants from the CRD – Requests/Applications	Finance		X
Grants to the CRD – General Information	Finance	X	
H			
Heritage Inventory	Development Services	X	
Heritage Revitalization Agreements	Development Services	X	
Heritage Sites	Development Services		X
I			
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Building Inspection	X	
Inspections – WorkSafe BC	HR/Finance		X
Insurance Policies	Finance		X
Inventories – Heritage	Development Services	X	
Inventories and Asset Control	Finance		X
Invoices	Finance		X
J			
Job Descriptions	Human Resources	X	
Job Evaluations	Human Resources		X
K			
L			
Leases	Corporate Administration		X
M			
Minutes – Advisory Committees, Boards, and Commissions of the Board	Corporate Administration	X	
Minutes – Board, Special, Etc. – Open Meetings	Corporate Administration	X	
Minutes – Board, Special, Etc. – Closed Meetings	Corporate Administration		X
Mission Statement	Corporate Administration	X	
N			
News/Media Releases	Communications	X	
Newsletter – CRD	Communications	X	
Nomination Papers – Elections	Corporate Administration	X	
O			
Occupancy Permits – see Building Permits	Development Services		
Official Community Plan (OCP)	Development Services	X	
Operating Budgets – see Budgets			
Organization Charts	Human Resources	X	
P			
Permits – All Types		X	
Pesticide Use Permits	EHS	X	
Plumbing Permits – see Building Permits			
Policies	Corporate Administration	X	
Property – Legal Description	Development	X	
Provisional Budget – see Budget	Finance		

Public Hearings – Minutes/Agendas/Notices	Development	X	
Purchase Orders	Finance		X
Q			
R			
Remuneration – Board	Finance	X	
Remuneration – Staff	Finance	X	
Reports – Annual	Communications	X	
Reports – Financial	Finance	X	
Reports to Board – Open Meetings	Corporate Administration	X	
Reports to Board – Closed (In-Camera) Meetings	Corporate Administration		X
Rezoning – Applications	Development Services	X	
Rezoning – General Information	Development Services	X	
Rezoning – Individual Case Files	Development Services	X	
Rezoning – Notifications	Development Services	X	
S			
Salaries – Employees	Finance	X	
Staff Reports – Open Meetings	Corporate Administration	X	
Staff Reports – Closed (In-Camera) Meetings	Corporate Administration		X
Subdivisions – Applications	Development Services	X	
Subdivisions – Plans	Development Services		X
T			
Tax Exemptions	Finance	X	
Taxation Assessments	Finance	X	
Taxes Paid	Finance	X	
Tenders, as per public posting	Procurement	X	
Travel Allowances and Expenses	Finance	X	
U			
Unsightly Premises – Complaints	Development Services		X
Utility Account Information	Finance	X	
V			
Variance Permits – see Development and Development Variance Permits	Development Services		
Vendors/Suppliers – Individual Case Files	Finance		X
W			
Wages – Staff	Finance	X	
Workplace Inspection Reports	Human Resources		X
X, Y, Z			
Zoning and Rezoning – Individual Applications and Supporting Documents	Development Services		X
Zoning and Rezoning – Individual Case Files	Development Services		X
Zoning and Rezoning – Public Hearing Notices / Agendas / Notes / Reports to Council / Letters of Support or Objections	Development Services	X	
Zoning and Rezoning – General Information and Regulations	Development Services	X	