



District of Sechelt Document Types for Releasing

The table below identifies document types common to the District of Sechelt arranged alphabetically. It is by no means an exhaustive listing. It can be used as a basis to help you identify some of the documents held by the District of Sechelt and aid you in determining whether or not a particular document can be released routinely or whether a more formal review by staff is required. Reviews and FOI requests are handled by the Corporate Officer, and any requests for records not available routinely should be made in writing to the Corporate Officer, who is the District of Sechelt FOIPP Head.

Fees are applicable for certain routinely available records. Fees may apply also to requests for records made under the *Freedom of Information and Protection of Privacy Act*.

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
A			
Access to information Requests (FIPPA)	Corporate Services		X
Accident Reports – Employees	Human Resources		X
Accident Reports – Other	Human Resources		X
Accounts Payable – General Information	Finance	X	
Accounts Payable – Individual Case Files	Finance		X
Accounts Payable – Invoices	Finance		X
Accounts Receivable – General Information	Finance	X	
Accounts Receivable – Individual Case Files	Finance		X
Administration – Organization Charts	Human Resources	X	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Planning/Development Services	X	
Advertising – Other		X	
Agendas – Advisory Committees, Boards and Commissions of Council -Open Meetings	Corporate Services	X	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Agendas – Advisory Committees, Boards and Commissions of Council -Closed Meetings	Corporate Services		X
Agendas – Council, Special Committees, etc. -Open Meetings	Corporate Services	X	
Agendas – Council, Special Committees, etc. -Closed Meetings	Corporate Services		X
Agreements and Contracts	Corporate Services		X
Application Forms (completed) – Various			X
Agricultural Land Commission – Individual Case Files	Planning/Development Services		X
Arbitration Decisions	Human Resources		X
Assessment Roll/Information – The public is to contact BC Assessment directly	Finance		
Archaeological Permits – refer to Heritage Conservation BC			
Audits/Auditor’s Reports	Finance		X
Awards – Nomination Forms and Applications	Corporate Services		X
B			
Benefits – Employee	Human Resources		X
Board of Variance – Applications and Supporting Documents	Planning/Development Services		X
Board of Variance – Minutes and Agendas	Planning/Development Services	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	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
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 Permits – Contravention of Regulations (Bylaw Enforcement Notice - PRIOR to NOT)	Bylaw Enforcement		X
Building Plans/Drawings	Building		X
Building Regulations and General Information	Building	X	
Buildings – Individual Case Files	Building		X
Buildings – Municipally Owned - Individual Case Files	Corporate and Community Services		X
Business Licences – General Information	Business Licencing	X	
Business Licences – Applications	Business Licencing		X
Business Licences – Individual Case Files	Business Licencing		X
Business LICENCE (renewed annually and posted at Business location)	Business Licencing	X	
Bylaws	Corporate Services	X	
Bylaws – Draft	Corporate Services		X
Bylaw Enforcement – Complaints	Bylaw Enforcement		X
C			
Cheques/Cheque Requisitions	Finance		X
Circulars, Directives, Orders	Corporate Services	X	
Claims – General Information	Corporate Services	X	
Claims – Individual Case Files	Corporate Services		X
Classifications – Jobs	Human Resources		X
Collective Agreements – Draft	Human Resources		X
Collective Agreements – Final	Human Resources	X	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Committee Appointments - Applications	Corporate Services		X
Committees – Internal/Staff – Agendas/Minutes	Various		X
Committees, Commissions, Boards – Agendas/Minutes -Open Meetings	Corporate Services	X	
Committees, Commissions, Boards – Agendas/Minutes -Closed (In-Camera) Meetings	Corporate Services		X
Competitions – Jobs	Human Resources		X
Complaints	Various		X
Contracts/Agreements/ Leases	Corporate Services		X
Council – Financial Disclosure Forms	Corporate Services	X	
Council – Indemnity/Remuneration	Finance	X	
Council – Personal Information (i.e., home address)	Corporate Services		X
Council Meetings – Minutes/Agendas/Reports -Closed (In-Camera) Meetings	Corporate Services		X
Council Meetings – Minutes/Agendas/Reports -Open Meetings	Corporate Services	X	
Council Resolutions – Closed (In-Camera) Meetings	Corporate Services		X
Council Resolutions – Open Meetings	Corporate Services	X	
Court of Revision – Elections – Agendas/Minutes	Corporate Services	X	
Court of Revision – Frontage Tax – Agendas/Minutes	Finance	X	
Criminal Record Checks – Staff and Volunteers	Human Resources		X
D			
Debt and Debenture	Finance		X
Demographic Data	Planning/Development Services	X	
Design Guidelines	Planning/Development Services	X	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Development – Individual Area Plans	Planning/Development Services	X	
Development Cost Charges	Planning/Development Services	X	
Development Guidelines	Planning/Development Services	X	
Development Permits and Development Variance Permits	Planning/Development Services		X
Development Permits and Development Variance Permits - Applications	Planning/Development Services		X
Development Permits and Development Variance Permits – Individual Case Files	Planning/Development Services		X
Dog Licences			X
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants – refer to Land Titles Office (online service)			
Elections – List of Registered Electors	Corporate Services		X
Elections – Campaign Financing Disclosure Forms	Corporate Services	X	
Elections – Nomination Papers	Corporate Services	X	
Elections – Results	Corporate Services	X	
Emergency Measures – Business Recovery Plans	Emergency		X
Emergency Measures – City’s Emergency Plan	Emergency		X
Employee Benefits	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	Human Resources		X
Employment Applications/Resumes	Human Resources		X
Engineering Project Files	Engineering		X
Expense Accounts – Council/Staff – (SOFI Report)	Finance	X	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Expense Claims – Council/Staff (SOFI Report)	Finance	X	
F			
Facilities Records– Municipally Owned	Corporate and Community Services		X
Filming Permits	Community Services	X	
Financial Audits	Finance		X
Financial Disclosure Forms – Council	Corporate Services	X	
Financial Disclosure Forms – Employees	Corporate Services		X
Financial Statements	Finance	X	
Fire Incident Reports – refer to Office of the Fire Commissioner	Fire		
Fire Cause Determination Reports – refer to Office of the Fire Commissioner	Fire		
Fire Inspection Reports – Municipal Buildings	Corporate and Community Services	X	
First Aid/WCB Reports	Human Resources		X
Freedom of Information and Protection of Privacy – Individual Request for Information/Change of Personal Information	Corporate Services		X
G			
Garbage Collection/Recycling Calendar	Engineering	X	
Geographic Information System (GIS) – Database and Mapping Information – refer to SCRD Online Mapping Services			
Government Protocols and Cost Sharing Agreements	Corporate Services		X
Grants from the District – General Information	Finance	X	
Grants from the District – Requests/Applications	Finance		X
Grants to the District – General Information	Various	X	
Grievances – Individual Case Files	Human Resources		X
H			

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Heating Permits – See Building Permits	Building		
Heritage Inventory (Rockwood Lodge/Rockwood Centre)	Community Services	X	
Heritage Inventory – Homes of Historic Significance	Community Services		X
Heritage Sites – Archaeological – refer to Heritage Conservation BC	Planning/Development Services		
Homeowner Grants – Provincial -refer to Province – Home Owner Grant Administration			
I			
Illegal Suites – Complaints	Bylaw Enforcement		X
Inspection Reports Building (Includes Electrical, Heating and Plumbing)	Building		X
Inspections – Workers Compensation Board	Human Resources		X
Insurance Policies	Corporate Services/Finance		X
Insurance – Employee Benefits	Human Resources		X
Inventories and Asset Control	GIS/Asset Management		X
Invoices	Finance		X
J			
Job Descriptions	Human Resources	X	
Job Evaluations	Human Resources		X
K			
L			
Labour Negotiations	Human Resources		X
Land Sale/Options/Exchange/Transfer – Municipal Property	Corporate Services		X
Leases	Corporate Services		X
Legal Opinions	Corporate Services		X
Legal Opinions – Invoices/Costs	Corporate Services		X
Licences – General Information	Business Licencing	X	
Licences – Applications	Business Licencing		X
Licences – Individual Case Files	Business Licencing		X

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Licences – Business (renewed annually and posted at Business location)		X	
Liquor Licences – refer to BC Liquor Control Board			
Litigation – Individual Case Files	Corporate Services		X
Litigation – Invoices/Costs	Corporate Services		X
Long Term Disability – Individual Case Files	Human Resources		X
M			
Management Reviews	Various		X
Minutes – Advisory Committees, Boards and Commission of Council	Corporate Services	X	
Minutes – Council, Special Committees, etc. -Open Meetings	Corporate Services	X	
Minutes – Council, Special Committees, etc. -Closed Meetings	Corporate Services		X
Mission Statement/Strategic plan	Communications	X	
N			
News/Media Releases	Communications	X	
Newsletter - District	Communications	X	
Nomination Papers – Elections	Corporate Services	X	
O			
Occupancy Permits	Building	X	
Official Community Plan	Planning/Development Services	X	
Operating Budgets – See Budgets	Finance		
P			
Parade and Banner Permits	Community Services	X	
Parking Tickets/Enforcement	Bylaw Enforcement		X
Payroll Records	Finance		X
Performance Planning and Review	Human Resources		X
Pesticide Use Permits	Community Services/ Parks	X	
Proclamations	Corporate Services	X	
Property Taxes – Tax/Parcel Roll	Finance	X	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Proposals	Various		X
Public Hearings – Minutes/Agendas/Notices	Planning/Development Services	X	
Purchase Orders	Finance		X
Q			
Quotations	Finance		X
R			
Reclassifications	Human Resources		X
Recreation Programs – General Information	Community Services	X	
Recreation Programs – Applications/Registrations	Community Services		X
Recreation Surveys	Community Services		X
Remuneration – Council – (SOFI Report)	Finance	X	
Remuneration – Staff (SOFI Report)	Finance	X	
Reports – Annual	Communications	X	
Reports – Financial	Finance	X	
Reports to Council – Open Meetings	Corporate Services	X	
Reports to Council – closed (In-Camera) Meetings	Corporate Services		X
Rezoning – Applications	Planning/Development Services		X
Rezoning – General Information	Planning/Development Services	X	
Rezoning – Individual Case Files	Planning/Development Services		X
Rezoning – Notifications	Planning/Development Services	X	
Rights of Way, Easements, Covenants – refer to Land Titles Office		X	
S			
Salaries – Employees (SOFI Report)	Finance	X	
Secondary Suites – Complaints	Building/ Bylaw Enforcement		X

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Servicing/Works Agreements	Engineering		X
Sign Permits	Planning/Development Services		X
Signing Authorities – List (refer to Agendas and Minutes)	Finance	X	
Special Events/Occasion Permits	Community Services/ Engineering	X	
Speeches	Communications	X	
Staff Meetings (by Department) – Minutes and Agendas	Various		X
Staff Reports – Open Meetings	Various	X	
Staff Reports - Closed (In-Camera) Meetings	Various		X
Statement of Financial Information (SOFI)	Finance	X	
Subdivisions – Applications	Planning/Development Services		X
Subdivisions – Plans - refer to Land Titles Office online service	Planning/Development Services		
Survey Plans/Certificates	Building		X
T			
Tax Exemptions	Finance	X	
Taxation Assessments – General (refer to BCAA)	Finance	X	
Tax Certificate (to owners and financial institutions)	Finance	X	
Taxes Paid	Finance	X	
Telephone Bills	Finance		X
Tenders (Posted on our website)	Finance	X	
Timesheets (Payroll)	Finance		X
Traffic Control – Complaints	Engineering		X
Training and Development – General Information	Human Resources	X	
Training and Development – Individual Employees	Human Resources		X
Travel Advances	Finance		X
Travel Allowances and Expenses (SOFI Report)	Finance	X	
Tree Cutting Applications	Planning/Development Services		X

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Tree Cutting Permits	Planning/Development Services		X
U			
Unsightly Premises – Complaints	Bylaw Enforcement		X
V			
Variance Permits – See Development and Development Variance Permits	Planning/Development Services		X
Vendors/Suppliers – Individual Case Files	Finance		X
W			
Wages – Staff (SOFI Report/ Collective Agreements)	Finance/Human Resources	X	
Workers Compensation Board (WCB) Claims	Human Resources		X
X, Y, Z			
Zoning and Rezoning – General Information and Regulations	Planning/Development Services	X	
Zoning and Rezoning – Individual Applications and Supporting Documents	Planning/Development Services		X
Zoning and Rezoning – Individual Case Files	Planning/Development Services		X
Zoning and Rezoning – Public Hearing Notices/Agendas/Notes/Reports to Council	Planning/Development Services	X	
Zoning and Rezoning – Letters of Support or Objections (redact personal information)	Planning/Development Services		