



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	* ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
A		
Access to Information Requests (FOI/POP)		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 Accounts Cases Files		X
Acts and Legislation	X	
Administration – Organization Charts	X	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	X	
Advertising – Other	X	
Agendas – Advisory Committees, Boards and Commissions, etc. – Open Meetings	X	
Agendas – Advisory Committees, Boards and Commissions, etc. – Closed Meetings		X
Agendas – Council, Special Committees, etc. – Open Meetings	X	
Agendas – Council, Special Committees, etc. – Closed Meetings		X
Agreements		X
Application Forms (completed) – Various		X
Agricultural Land Commission – Individual Case Files		X
Arbitration Decisions		X
Assessment Roll/Information	X	
Audits/Auditor’s Reports		X

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SUBJECT HEADING	* ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
Awards – Nomination Forms/Applications		X
B		
BC Assessment Roll	X	
Benefits – Employee		X
Board of Variance – Applications and supporting documents		X
Board of Variance – Minutes and Agendas	X	
Bonds and Letters of Credit		X
Budgets – General Information	X	
Budgets – Annual	X	
Budgets – Draft		X
Budgets – Final	X	
Budgets – Yearly Financial Report	X	
Building Permits	X	
Building Permits – Applications		X
Building Permits – Inspection Reports/Notices of Rejection		X
Building Plans/Drawings		X
Building Regulations and General Information	X	
Buildings – Individual Case Files		X
Buildings – District-Owned – Individual Case Files		X
Burial Permits – Issued	X	
Burning Permits	X	
Business Licence Applications		X
Bylaws – after first reading	X	
Bylaws – Draft		X
Bylaws – Enforcement/Complaints		X
C		
Cemetery – Burial Permits - Issued	X	
Cemetery – Personal Information		X
Cheques/Cheque Requisitions		X
Claims – General Information	X	
Claims – Individual Case Files		X
Classifications – Jobs	X	
Collective Agreement – Draft		X
Collective Agreement – Final	X	
Committee Appointments – Applications		X
Committees – Internal/Staff (e.g. JJEC/LMC/JOHS) – Agendas/Minutes		X
Committees, Commissions, Boards – Agenda/Minutes	X	
Competitions –Jobs		X
Complaints		X
Contracts/Agreements/Leases		X
Council and Committee of the Whole Meetings –		X

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SUBJECT HEADING	* ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
Minutes/Agendas/Reports – Closed (In Camera) Meetings		
Council and Committee of the Whole Meetings – Minutes/Agendas/Reports – Open Meetings	X	
Council Special Committees, etc. – Open	X	
Council Special Committees, etc. – Closed		
Council – Financial Disclosure Forms	X	
Council – Indemnities/Remuneration	X	
Council – Personal Information (i.e., home address)		X
Council – Resolutions – Closed (In Camera) Meetings		X
Council – Resolutions – Open Meetings	X	
Council – Resolutions –		
D		
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 – Issued	X	
Development Permits & Development Variance Permits – Applications		X
Development Permits & Development Variance Permits – Individual Case Files		X
Dog Licenses		X
E		
Easements/Rights of Way/Encroachments/Restrictive Covenants	X	
Elections – Campaign Financing Disclosure Forms	X	
Elections – Nomination Papers	X	
Elections – Results	X	
Emergency Measures – Business Recovery Plans		X
Emergency Measures – Regional District Emergency Plan		X
Employee Benefits		X
Employee Classifications	X	
Employees – Individual Case Files – Employees – Current		X
Employees – Individual Case Files – Employees – No longer with the District		X
Employment Applications/Resumes		X
Engineering Project Files		X
Expense Accounts – Council/Staff	X	
Expense Claims – Council/Staff		X

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F		
Facilities – District Owned		X
Financial Audits		X
Financial Disclosure Forms – Council	X	
Financial Disclosure Forms – Employees		X
Financial Disclosure Forms – Elections (7 year retention)	X	
Financial Statements	X	
Fire Incident Reports		X
Fire Cause Determination Reports		X
Fire Inspection Reports	X	
First Aid/WCB Reports		X
FOIPP – Individual Requests for Information/Change of Personal Information		X
G		
Garbage Collection/Recycling Calendar	X	
Geographic Information System (GIS) – Database and Mapping Information	X	
Government Protocols and Cost-Sharing Agreements		X
Grants from the District – General Information	X	
Grants from the District – Requests/Applications		X
Grants to the District – General Information	X	
Grievances – Individual Case Files		X
H		
Heritage Inventory	X	
Heritage Revitalization Agreements	X	
Heritage Sites		X
I		
Illegal Suites – Complaints		X
Inspection Reports – Building		X
Inspection Reports – Fire	X	
Inspections – Workers Compensation Board		X
Insurance Policies		X
Insurance – Employee Benefits		X
Inventories – Heritage	X	
Inventories and Asset Control		X
Invoices		X
J		
Job Descriptions	X	
Job Evaluations		X
K		
L		
Labour Negotiations		X
Land Sale/Options/Exchange/Transfer		X
Leases		X

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Legal opinions		X
Legal Opinions – Invoices/Costs		X
Licenses – All Types - Applications		X
Licenses – All Types – Issued	X	
Litigation – Individual Case Files		X
Litigation – Invoices/Costs		X
Long Term Disability – Individual Case Files		X
M		
Management Reviews		X
Minutes – Council, Special Committees, etc. Open	X	
Minutes – Council, Special Committees, etc. – Closed Meetings		X
Mission Statement	X	
N		
News/Media Releases	X	
Newsletter – District	X	
Nomination Papers – Elections	X	
Notice of Intent and Demolition		X
O		
Occupancy Permits – see Building Permits	X	
Official Community Plans	X	
Operating Budgets – see Budgets		
Organization Charts	X	
Organization Reviews/Audits	X	
P		
Payroll		X
Performance Planning and Review		X
Permits – Issued – All Types	X	
Pesticide Use Permits	X	
Policies	X	
Proposals		X
Public Hearings – Minutes/Agendas/Notices	X	
Purchase Orders		X
Q		
Quotations		X
R		
Reclassifications		X
Recreation Programs – General Information	X	
Recreation Programs – Applications/Registrations		X
Recreation Surveys		X
Remuneration – Council (See CFO for Report)	X	
Remuneration – Staff (See CFO for Report)	X	
Reports – Annual	X	
Reports – Financial	X	

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Reports and Statistics	X	
Reports to Council – Open Meetings	X	
Reports to Council – Closed (In Camera) Meetings		X
Rezoning – Applications		X
Rezoning – General Information	X	
Rezoning – Individual Case Files		X
Rezoning – Notifications	X	
Rights of Way, Easements	X	
Rights of Way, Easements – Individual Case Files		X
Roads – Road Closures	X	
S		
Salaries – Employees (See CFO for Report)	X	
Secondary Suites – Complaints		X
Signing Authorities – List	X	
Special Events/Occasion Permits	X	
Speeches	X	
Staff Meetings (by Department) – Minutes and Agendas		X
Staff Reports – Open Meetings	X	
Staff Reports – Closed (In Camera) Meetings		X
Subdivisions – Applications		X
Subdivisions – Plans		X
Survey Certificates	X	
T		
Tax Certificates	X	
Tax Exemptions	X	
Telephone Bills		X
Tenders	X	
Timesheets (payroll)		X
Training and Development – General Information	X	
Training and Development – Individual Employee		X
Travel Allowances and Expenses	X	
U		
Unightly Premises – Complaints		X
V		
Variance Permits – see Development and Development Variance Permits		
Vendors/Suppliers – Individual Case Files		X
Voter's List *Special viewing during elections only	No	No
W		
Wages – Staff (See CFO for Report)	X	
Workers Compensation Board (WCB) – Claims		X
Workplace Inspection Reports		X
Work Plans (by Department)		X
Works and Services Agreements	X	

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SUBJECT HEADING	* ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
X,Y,Z		
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	
Zoning and Rezoning – General Information & Regulations	X	

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