



Records Release Chart

TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
A			
Access to Information Request (FOIPPA) Forms	Legislative Services	√	
Accident Reports - Employees	Human Resources		√
Accident Reports - Other	Finance		√
Accounts Payable - Individual Vendors / Suppliers	Finance		√
Accounts Payable - Invoices	Finance		√
Accounts Receivable - Individual Accounts	Finance		√
Advertising - Statutory Notices	Legislative Services	√	
Advertising - Other	Various	√	
Agendas – Open Session	Various	√	
Agendas – Closed Session	Various		√
Agreements	Various		√
Agricultural Land Reserve - Individual Case Files	Agricultural Land Commission / Planning & Development		√
Annual Reports / Public Bodies Report	Finance	√	
Assessment Roll / Taxation Information	BC Assessment Authority		√
Asset Control / Inventories	Finance		√
Audits / Auditor's Reports	Finance		√
B			
Board - Indemnities / Remuneration	Legislative Services	√	



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TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Board - Personal Information / Home Address	Legislative Services		√
Board Resolutions – Open Session	Legislative Services	√	
Board Resolutions – Closed Session	Legislative Services		√
Board of Variance - Applications & Supporting Documents	Planning & Development		√
Bonds and Letters of Credit	Finance		√
Budgets – General Information / Annual	Finance	√	
Building Permits - General Information	Inspections & Enforcement	√	
Building Permits – Application Forms Completed by Businesses	Inspections & Enforcement	√	
Building Permits – Application Forms Completed by Individuals	Inspections & Enforcement		√
Building Permits - Inspection Reports / Notices of Rejection	Inspections & Enforcement		√
Building Plans / Drawings – Exterior Views & Site Plans only	Inspections & Enforcement	√	
Building Plans / Drawings – Interior Views & Plans	Inspections & Enforcement		√
Building Regulations	Inspections & Enforcement	√	
Bylaws	Various	√	
Bylaw Enforcement / Complaints	Inspections & Enforcement / SPCA / RCMP		√
C			
Cheques / Cheque Requisitions	Finance		√
Claims - General Information	Finance	√	



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TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Claims - Individual Case Files	Finance		√
Collective Agreements	Human Resources	√	
Committee Appointments - Applications	Various		√
Committee Membership – Telephone and Cellular Numbers, Mailing Addresses	Various		√
Committee Membership - Names Only	Various	√	
Complaints	Various		√
Contracts	Various		√
Corporate Strategic Plan	Legislative Services	√	
Covenants / Restrictive Covenants	Land Title Office / Various	√	
Criminal Record Checks - Staff / Volunteers	Human Resources		√
D			
Development Cost Charges	Planning & Development	√	
Development Permits & Development Variance Permits – Business Applications	Planning & Development	√	
Development Permits & Development Variance Permits – Individual Applications	Planning & Development		√
Dog Licenses	Planning & Development		√
E			
Elections - List of Registered Electors* (requires completion of Declaration form)	Legislative Services	√ *inspection only	
Elections - Campaign Financing Disclosure Statement* (requires completion of Declaration form)	Legislative Services	√ *inspection only	



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TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Elections - Nomination Papers* (requires completion of Declaration form)	Legislative Services	√ *inspection only	
Elections - Results	Legislative Services	√	
Electrical Permits / Certificates	Service BC	√	
Employee Benefits – Individual Case Files	Human Resources		√
Employees - Individual Case Files	Human Resources		√
Employment Applications / Resumes	Human Resources		√
Expense Claims – Individual Case Files	Finance		√
Expense Claim Summaries (included in Public Bodies Report)	Finance	√	
F			
Filming Permits	Film Cowichan / Economic Development	√	
Financial Disclosure Forms - Board	Legislative Services	√	
Financial Disclosure Forms - Employees	Legislative Services	√	√
Financial Statements	Finance	√	
G			
Garbage Collection / Recycling Schedule	Recycling & Waste Management	√	
Geographic Information System (GIS) - Database & Mapping Information	Information Technology	√	



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Grants from the CVRD - General Information	Finance	√	
Grants from the CVRD – Grants in Aid Requests / Applications	Finance		√
H			
Heritage Inventory	Planning & Development	√	
Heritage Sites – Individual case files	Planning & Development		√
I			
Incident Reports	RCMP / Various Fire Departments		√
Inspection Reports - Fire	Various Fire Departments		√
Inspection Reports - Workplace	Human Resources		√
Insurance Policies	Finance		√
J			
Job Classifications & Reclassifications	Human Resources	√	√
Job Competitions - Opportunities	Human Resources	√	
Job Competitions – Individual files	Human Resources		√
Job Descriptions	Human Resources	√	
Job Evaluations	Human Resources		√
K			



Records Release Chart

TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
L			
Leases	Various		√
Letters of Credit / Bonds	Various		√
Liquor Licenses	BC Liquor Control & Licensing / Legislative Services	√	
Litigation - Individual Case Files	Various		√
M			
Media Releases	Legislative Services	√	
Meeting Agendas & Minutes – Boards, Committees, Commissions – Open Session	Various	√	
Meeting Agendas & Minutes – Boards, Committees, Commissions – Closed Session	Various		√
N			
O			
Occupancy Permits	Inspections & Enforcement		√
Official Community Plans (OCPs)	Planning & Development	√	
Organization Charts	Legislative Services	√	
P			
Plumbing Permits	Inspections & Enforcement		√
Properties Owned by CVRD	Various		√
Properties Leased by CVRD	Various		√



Records Release Chart

TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Property Files – Individual	Planning & Development		√
Public Hearings - Notices / Agendas / Minutes / Exhibits (Letters of Support or Objections)	Planning & Development	√	
Purchase Orders	Finance		√
Q			
Quotations	Various		√
R			
Recreation Programs - General Information	Various Recreation Centres	√	
Recreation Programs - Applications / Registrations	Various Recreation Centres		√
Recreation Surveys	Various Recreation Centres		√
Remuneration - Board	Legislative Services	√	
Rights of Way / Easements	Land Title Office / Various	√	
S			
Salaries - Employees	Human Resources	√	
Sign Permits	Planning & Development	√	
Signing Authorities - List	Finance / Legislative Services	√	
Special Events / Occasion Permits	Legislative Services	√	



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TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Subdivisions – Applications / Plans	BC Ministry of Transportation / Planning & Development		√
T			
Temporary Use Permits	Planning & Development		√
Tenders / Requests for Proposals – General Info.	Various	√	
Training and Development - General Information	Human Resources	√	
Travel Advances	Finance		√
Travel Allowances & Expenses	Finance	√	
U			
V			
W			
Woodstove Permits	Inspections & Enforcement		√
Workers Compensation Board (WCB)	Human Resources		√
X			
Y			
Z			
Zoning and Rezoning - General Information & Regulations	Planning & Development	√	



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TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Zoning and Rezoning - Individual Applications and Supporting Documents	Planning & Development		√
Zoning and Rezoning - Application Forms	Planning & Development	√	