

List of Records Produced by the North Coast Regional District

Type of Information	Department of Record	Routine Release	FOI Request Required
A			
Access to information requests	Admin		✓
Accident Reports – Employees	Admin		✓
Accident Reports – Other	Admin		✓
Accounts Payable (Vadim) – General Information	Finance	✓	
Accounts Payable (Vadim) – Individual Vendors Case Files	Finance		✓
Accounts Payable (Vadim) – Invoices	Finance		✓
Accounts Receivable (Vadim) – General Information	Finance	✓	
Accounts Receivable (Vadim) – Individual Account Case Files	Finance		✓
Administration – Organization Charts	Admin	✓	
Advertising – Statutory Notices	Admin	✓	
Advertising – Other	Admin	✓	
Agendas – Board and Committees	Admin	✓	
Agendas – Board and Committees – Closed	Admin		✓
Agreements	Admin		✓
Application Forms (completed) - various	Admin		✓
Agricultural Land Commission – Individual Case Files	Planning		✓
Arbitration Decisions	Admin		✓
Audits/Auditor's Reports	Finance	✓	
Awards – Nomination Forms/Applications	Admin		✓
B			
Board of Variance – Applications and supporting documents	Planning		✓
Board of Variance – Minutes and Agendas	Planning	✓	
Bonds and Letters of Credit	Finance		✓
Board Directors – Personal Information	Admin		✓
Board Meetings – Minutes/Agendas/Reports – Open Meeting	Admin	✓	



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Board Resolutions – Closed (In Camera) Meetings	Admin		✓
Board Resolutions – Open Meetings	Admin	✓	
Budgets – General Information	Admin	✓	
Budgets – Annual	Admin	✓	
Budgets – Capital	Admin	✓	
Budgets – Operating – Final	Admin	✓	
Budgets – Yearly Financial Report	Admin	✓	
Buildings – Municipally Owned – Individual Case Files	Planning		✓
Burning Permits	Admin	✓	
Bylaws	Admin	✓	
Bylaw – Enforcement/Complaints	Planning		✓
C			
Cheques/Cheque Requisitions	Finance		✓
Circulars, Directives, Orders	Admin	✓	
Claims – General Information	Admin	✓	
Claims – Individual Case Files	Admin		✓
Classifications – Jobs	Admin		✓
Collective Agreements – Final	Admin	✓	
Committee Appointments – Applications	Admin		✓
Committees – Internal/Staff – Agendas/Minutes	Admin		✓
Committees, Commissions, Boards – Agendas/Minutes	Admin	✓	
Competitions – Jobs	Admin		✓
Complaints	Admin		✓
Contracts/Agreements/Leases	Admin		✓
Court of Revision – Elections – Agendas/Minutes	Admin	✓	
Court of Revision – Frontage Tax – Agendas/Minutes	Admin	✓	
Criminal Record Checks – Staff and Volunteers	Admin		✓
D			
Delegations	Admin	✓	
Debt and Debenture	Finance		✓
Demographic Data	Planning	✓	
Design Guidelines	Admin	✓	
Development – Individual Area Plans	Planning	✓	
Development Cost Charges	Planning	✓	
Development Guidelines	Planning	✓	
Development Permits & Development Variance Permits	Planning	✓	
Development Permits & Development Variance Permits – Applications	Planning		✓



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Development Permits & Development Variance Permits – Individual Case Files	Planning		✓
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Planning	✓	
Elections - Nomination Documents	Admin		✓
Elections – Campaign Financing Disclosure Forms	Admin		✓
Elections – Results	Admin	✓	
Elections – List of Registered Electors	Admin		✓
Elections – Elector Registration	Admin		✓
Elections – Poll Books	Admin		✓
Emergency Measures – Business Recovery Plans	Admin		✓
Emergency Measures – Regional District Emergency Plan	Admin	✓	
Employee Benefits	Admin		✓
Employee Classification	Admin	✓	
Employee Personnel Files – Active	Admin		✓
Employee Personnel Files – Archives/Terminated	Admin		✓
Employee Benefit Program Records	Admin		✓
Employee Time Sheets	Admin		✓
Employment Applications/Resumes	Admin		✓
Engineering Project Files	Planning		✓
Expense Accounts – Board/Staff	Admin	✓	
Expense Claims – Board/Staff	Admin	✓	
F			
Facilities – Municipally – Owned	Finance		✓
Financial Audits	Finance		✓
Financial Disclosure Forms – Board	Admin	✓	
Financial Disclosure Forms - Staff	Admin		✓
Financial Statements	Finance	✓	
Fire Incident Reports	Admin		✓
First Aid/WCB Reports	Admin		✓
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	Admin		✓
G			
Garbage Collection/Recycling Calendar	Admin	✓	
Geographic Information System (GIS) – Database and Mapping Information	Planning	✓	
Government Protocols and Cost-Sharing Agreements	Admin		✓



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Grants from the Regional District – General Information	Admin	✓	
Grants from the Regional District – Requests/Applications	Admin		✓
Grants to the Regional District – General Information	Admin	✓	
Grievances – Individual Case Files	Admin		✓
H			
Health and Safety – WorkSafe Claims/Injury	Admin		✓
Heritage Revitalization Agreements	Admin	✓	
Heritage Sites	Admin		✓
I			
Information Technology – Webnames	Admin		✓
Information Technology - iCompass	Admin		✓
Inspections – Workers Compensation Board	Admin		✓
Insurance Policies	Admin		✓
Insurance – Employee Benefits	Admin		✓
Inventories and Asset Control	Admin		✓
Invoices	Finance		✓
J			
Job Descriptions	Admin	✓	
Job Evaluations	Admin		✓
K			
L			
Labour Negotiations	Admin		✓
Land Sale/Options/Exchange/Transfer	Admin		✓
Leases	Admin		✓
Legal Opinions	Admin		✓
Legal Opinions – Invoices/Costs	Admin		✓
Litigation – Individual Case Files	Admin		✓
Litigation – Invoices/Costs	Admin		✓
Long Term Disability – Individual Case Files	Admin		✓
M			
Management Reviews	Admin		✓
Minutes – Advisory Committees, Boards and Commission of the Board	Admin	✓	
Minutes – Board, Special Committees, etc.,	Admin	✓	



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– Open Meetings			
Minutes – Board, Special Committees, etc.,	Admin		✓
– Closed Meetings			
Mission Statement	Admin	✓	
N			
News/Media Releases	Admin	✓	
Newsletter – City	Admin	✓	
Notice of Intent and Demolition	Admin		✓
O			
Official Community Plan (OCP)	Admin	✓	
Operating Budgets – see Budgets	Finance	✓	
Organization Reviews/Audits	Admin	✓	
P			
Payroll	Finance		✓
Performance Planning and Review	Admin		✓
Permits – All Types	Admin	✓	
Permissive Tax Exemption	Finance	✓	
Payroll Computer System (Vadim)	Finance		✓
Planning – Civic Addresses	Planning	✓	
Planning – Development Variance Permit	Planning		✓
Planning – OCP	Planning	✓	
Planning – Zoning Amendment	Planning	✓	
Planning – Property	Planning		✓
Planning – Zoning Inquiry	Planning		✓
Proclamations	Admin	✓	
Property Taxes	Finance	✓	
Proposals	Admin		✓
Public Hearings – Minutes/Agendas/Notices	Admin	✓	
Purchase Orders	Finance		✓
Q			
R			
Reclassifications	Admin		✓
Recreation Programs – General Information	Admin	✓	
Recreation Programs – Applications/Registrations	Admin		✓
Recreation Surveys	Admin	✓	
Remuneration – Board	Finance	✓	
Remuneration – Staff	Finance	✓	
Reports – Annual	Admin	✓	



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Reports – Financial	Admin	✓	
Reports and Statistics	Admin	✓	
Reports to Board – Open Meetings	Admin	✓	
Reports to Board – Closed (In Camera) Meetings	Admin		✓
Rezoning – Applications	Planning		✓
Rezoning – General Information	Planning	✓	
Rezoning – Individual Case Files	Planning		✓
Rezoning – Notifications	Planning	✓	
Rights of Way, Easements	Planning	✓	
S			
Salaries – Employees	Finance	✓	
Seniority Lists	Admin		✓
Sign Permits	Admin	✓	
Signing Authorities – List	Admin	✓	
Speeches	Admin	✓	
Staff Meetings (by department) – Minutes and Agendas	Admin		✓
Staff – Personal Information	Admin		✓
Staff Reports – Open Meeting	Admin	✓	
Staff Reports – Closed (In Camera) Meetings	Admin		✓
Subdivisions – Applications	Planning		✓
Subdivisions – Plans	Planning		✓
Survey Certificates	Planning	✓	
T			
Tax Exemptions	Finance	✓	
Taxation Assessments – General	Finance	✓	
Taxes Paid	Finance	✓	
Telephone Bills	Finance		✓
Tenders	Finance	✓	
Timesheets (payroll)	Finance		✓
Training and Development – General Information	Admin	✓	
Training and Development – Individual Employee	Admin		✓
Travel Advances	Finance		✓
Travel Allowances and Expenses	Finance	✓	
U			
Utility Billing (Vadim)	Finance		✓
V			
Variance Permits – see Development and	Planning		



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Development Variance Permits			
Vendors/Suppliers – Individual Case Files	Finance		✓
W			
Wages – Staff	Finance	✓	
Workers Compensation Board (WCB) – Claims	Admin		✓
Workplace Inspection Reports	Admin		✓
Workplans (by Department)	Admin		✓
Works and Services Agreement	Admin	✓	
X, Y, Z			
Zoning and Rezoning – General Information & Regulations	Planning	✓	
Zoning and Rezoning – Individual Applications and Supporting Documents	Planning		✓
Zoning and Rezoning – Individual Case Files	Planning		✓
Zoning and Rezoning – Public Hearing Notices/Agendas/Notes/Reports to Board/Letters of Support or Objections	Planning	✓	

If the information you are seeking is routinely available, it may be available on our website at www.ncrdbc.com, or you may request it by email by contacting the Corporate Officer at corporateofficer@ncrdbc.com