



## Freedom of Information - List of Routinely Releasable Records

Subject Heading	Dept of Record	Routine	FOI Request Required
Access to Information Requests	Administration		<input checked="" type="checkbox"/>
Accident Incident Near Miss Reports	Human Resources		<input checked="" type="checkbox"/>
Accounts Payable	Finance	<input checked="" type="checkbox"/>	
Accounts Payable – Individual Vendor files	Finance		<input checked="" type="checkbox"/>
Accounts Receivable	Finance	<input checked="" type="checkbox"/>	
Accounts Receivable – Individual Account Files	Finance		<input checked="" type="checkbox"/>
Acts and Legislation	Various	<input checked="" type="checkbox"/>	
Advertising	Communications	<input checked="" type="checkbox"/>	
Agendas – Open Meetings of Board/COW/Committee	Administration	<input checked="" type="checkbox"/>	
Agendas – Closed Meetings of Board/COW/Committee	Administration		<input checked="" type="checkbox"/>
Agents and Contractors	Various	<input checked="" type="checkbox"/>	
Agreements/Contracts including subdivision, site plan, lease, indemnity, facility rental	Various		<input checked="" type="checkbox"/>
Application forms - completed	Various		<input checked="" type="checkbox"/>
Arbitration Decisions	Administration		<input checked="" type="checkbox"/>
Assessment Roll	BC Assessment	<input checked="" type="checkbox"/>	
Audits / Auditors Report	Finance		<input checked="" type="checkbox"/>
Benefits - Employees	Human Resources		<input checked="" type="checkbox"/>
Board of Variance – Applications and supporting documents	Administration		<input checked="" type="checkbox"/>
Board of Variance – Minutes and Agendas	Administration	<input checked="" type="checkbox"/>	
Board – Financial Disclosure Forms	Administration	<input checked="" type="checkbox"/>	
Board – Indemnities / Remuneration	Administration	<input checked="" type="checkbox"/>	
Board – personal information	Administration		<input checked="" type="checkbox"/>
Board Meetings – Minutes, Agendas, Reports, Resolutions (Open)	Administration	<input checked="" type="checkbox"/>	
Board Meetings – Minutes, Agendas, Reports, Resolutions (Closed)	Administration		<input checked="" type="checkbox"/>
Bonds / Letters of Credit	Various		<input checked="" type="checkbox"/>

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Bids/Tenders – submitted by potential bidders	Procurement		<input checked="" type="checkbox"/>
Budgets – General, Annual, Capital	Finance	<input checked="" type="checkbox"/>	
Building Permit - Applications	Planning		<input checked="" type="checkbox"/>
Building Permit – Elevation Drawings / Site Plans (view only)	Planning	<input checked="" type="checkbox"/>	
Building Permit – floor plans	Planning		<input checked="" type="checkbox"/>
Building Permit – inspection reports	Planning		<input checked="" type="checkbox"/>
Building Permit – Occupancy permits issued	Planning	<input checked="" type="checkbox"/>	
Building Permit – name of builder/architect/engineering firm	Planning	<input checked="" type="checkbox"/>	
Building Permit – name of owner and information	Planning		<input checked="" type="checkbox"/>
Building Regulations and General Information	Planning	<input checked="" type="checkbox"/>	
Bylaws – adopted	Administration	<input checked="" type="checkbox"/>	
Bylaw Enforcement / Complaints	Administration		<input checked="" type="checkbox"/>
Cheques/Cheque Requisitions	Finance		<input checked="" type="checkbox"/>
Claims – General information	Administration	<input checked="" type="checkbox"/>	
Claims – Individual Case Files	Administration		<input checked="" type="checkbox"/>
Collective Agreements – draft	Human Resources		<input checked="" type="checkbox"/>
Collective Agreements - final	Human Resources	<input checked="" type="checkbox"/>	
Committees – internal / staff – agendas/minutes	Administration		<input checked="" type="checkbox"/>
Competitions - jobs	Human Resources		<input checked="" type="checkbox"/>
Corporate Policies – link to website	Administration	<input checked="" type="checkbox"/>	
Correspondence / Letters of support/objections	Administration	<input checked="" type="checkbox"/>	
Covenants - Restrictive	Administration	<input checked="" type="checkbox"/>	
Criminal Record Check	Human Resources		<input checked="" type="checkbox"/>
Debt and Debenture	Finance		<input checked="" type="checkbox"/>
Design and Development Guidelines	Planning	<input checked="" type="checkbox"/>	
Development – Individual Area Plans	Planning	<input checked="" type="checkbox"/>	
Development Permits, Development Variance Permits, Temporary Use Permits - applications	Planning		<input checked="" type="checkbox"/>
Development Permits, Development Variance Permits, Temporary Use Permits – individual case files	Planning		<input checked="" type="checkbox"/>
Easements / Right of Way / Encroachment	Land Title Office		

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Elections – Campaign Financial Disclosure Forms	Administration	<input checked="" type="checkbox"/>	
Election – Nomination Papers	Administration	<input checked="" type="checkbox"/>	
Election – Results	Administration	<input checked="" type="checkbox"/>	
Engineering Project files	Various		<input checked="" type="checkbox"/>
Employee Benefits	Human Resources	<input checked="" type="checkbox"/>	
Employee Classification	Human Resources	<input checked="" type="checkbox"/>	
Employee – individual – Union Employees – Current	Human Resources		<input checked="" type="checkbox"/>
Employee – individual – Union Employees - Terminated	Human Resources		<input checked="" type="checkbox"/>
Employee – individual – Non-Union Employees	Human Resources		<input checked="" type="checkbox"/>
Employment Applications/Resumes	Human Resources		<input checked="" type="checkbox"/>
Expense Accounts – Board / Staff	Finance	<input checked="" type="checkbox"/>	
Expense Claims – Board/Staff	Finance	<input checked="" type="checkbox"/>	
Facilities – PRRD owned	Administration		<input checked="" type="checkbox"/>
Feasibility or Technical Study related to a project	Administration	<input checked="" type="checkbox"/>	
Financial Audits	Finance		<input checked="" type="checkbox"/>
Financial Disclosure Forms – Board	Administration	<input checked="" type="checkbox"/>	
Financial Disclosure Forms - Officers	Administration		<input checked="" type="checkbox"/>
Financial Statements	Finance	<input checked="" type="checkbox"/>	
Fire Incident Reports	Fire Department	<input checked="" type="checkbox"/>	
Fire Inspection Reports	Fire Department	<input checked="" type="checkbox"/>	
Fire Commissioner	Administration		
First Aid/WCB reports	Human Resources		<input checked="" type="checkbox"/>
Fleet Statistics – Vehicles / Equipment / usage	Finance		<input checked="" type="checkbox"/>
FOI – individual request for information/change of personal information	Administration		<input checked="" type="checkbox"/>
Geographic Information System (GIS) database and mapping	GIS	<input checked="" type="checkbox"/>	

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Government Protocols and Cost Sharing agreements	Administration		<input checked="" type="checkbox"/>
Grants from the PRRD - general information	Finance	<input checked="" type="checkbox"/>	
Grants from the PRRD – applications/requests	Administration		<input checked="" type="checkbox"/>
Grants to the PRRD - general	Administration		<input checked="" type="checkbox"/>
Grievances – Individual case files	Human Resources		<input checked="" type="checkbox"/>
Heritage Inventory	Administration	<input checked="" type="checkbox"/>	
Inspection reports – WorkSafe BC	Human Resources		<input checked="" type="checkbox"/>
Insurance Policies	Various		<input checked="" type="checkbox"/>
Inventories and Asset Control	Procurement		<input checked="" type="checkbox"/>
Invoices	Finance		<input checked="" type="checkbox"/>
Job Classification/Descriptions	Human Resources	<input checked="" type="checkbox"/>	
Job Competitions	Human Resources		<input checked="" type="checkbox"/>
Job Evaluations	Human Resources		<input checked="" type="checkbox"/>
Labour Negotiations	Human Resources		<input checked="" type="checkbox"/>
Legal Opinions	Administration		<input checked="" type="checkbox"/>
Legal Opinions – invoices/costs	Administration		<input checked="" type="checkbox"/>
Letter of Credit – held by PRRD	Administration		<input checked="" type="checkbox"/>
Liquor Licenses - applications	Administration		<input checked="" type="checkbox"/>
Liquor Licenses – individual case file	Administration		<input checked="" type="checkbox"/>
Liquor Licenses - issued	LRCB	<input checked="" type="checkbox"/>	
Litigation – case files	Administration		<input checked="" type="checkbox"/>
Litigation – invoice/costs	Administration		<input checked="" type="checkbox"/>
Long Term Disability – individual case files	Human Resources		<input checked="" type="checkbox"/>
Management Reviews	Human Resources		<input checked="" type="checkbox"/>
Manuals – Policy and Procedure – link to website	Various	<input checked="" type="checkbox"/>	
Media Releases	Communications	<input checked="" type="checkbox"/>	
Minutes – Open – Board/Committee	Administration	<input checked="" type="checkbox"/>	
Minutes – Closed – Board/Committee	Administration		<input checked="" type="checkbox"/>

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Nomination Papers – Elections	Administration	<input checked="" type="checkbox"/>	
Occupancy Permits	Planning	<input checked="" type="checkbox"/>	
Official Community Plan	Planning	<input checked="" type="checkbox"/>	
Operating Budgets	Finance	<input checked="" type="checkbox"/>	
Operational Certificates/Permits	Various	<input checked="" type="checkbox"/>	
Organization Reviews/Audits	Human Resources	<input checked="" type="checkbox"/>	
Payroll	Finance		<input checked="" type="checkbox"/>
Performance Planning and Review	Human Resources		<input checked="" type="checkbox"/>
Permits – issued – all types	Various	<input checked="" type="checkbox"/>	
Personal emails	Administration		<input checked="" type="checkbox"/>
Petitions	Administration	<input checked="" type="checkbox"/>	
Planning policy documents (OCP/ZN/RGS/Climate Strategy)	Planning	<input checked="" type="checkbox"/>	
Property information (except ownership)	Planning	<input checked="" type="checkbox"/>	
Provisional budget	Finance	<input checked="" type="checkbox"/>	
Property taxes/transfers/sales	Land Title Office		
Public Hearings – minutes, agendas, notices	Planning	<input checked="" type="checkbox"/>	
Purchase Orders	Procurement		<input checked="" type="checkbox"/>
Outstanding Account Information	Finance		<input checked="" type="checkbox"/>
Quotations / Request for Proposals – submitted by vendors	Procurement		<input checked="" type="checkbox"/>
Reclassifications	Human Resources		<input checked="" type="checkbox"/>
Records relating to an ongoing prosecution	Administration		<input checked="" type="checkbox"/>
Referrals	Planning		<input checked="" type="checkbox"/>
Remuneration – Board / Staff	Finance	<input checked="" type="checkbox"/>	
Reports – Annual, Financial, Statistics	Finance / Administration	<input checked="" type="checkbox"/>	
Reports – Board (Open)	Administration	<input checked="" type="checkbox"/>	
Reports – Board (Closed)	Administration		<input checked="" type="checkbox"/>



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Request for change or access to own personal information	Administration		<input checked="" type="checkbox"/>
Rezoning – applications, individual case files	Planning		<input checked="" type="checkbox"/>
Rezoning – general information	Planning	<input checked="" type="checkbox"/>	
Rezoning – statutory notifications	Planning	<input checked="" type="checkbox"/>	
Rights of Way, Easements, Covenants	Land Title Office		
Salaries - Employees	Human Resources	<input checked="" type="checkbox"/>	
Signing Authorities - list	Finance	<input checked="" type="checkbox"/>	
Soil Permits – applications	Planning		<input checked="" type="checkbox"/>
Soil Permits – Individual case files	Planning		<input checked="" type="checkbox"/>
Soil Permits – Issued	Planning	<input checked="" type="checkbox"/>	
Special Events / Occasion Permits - Applications	Administration		<input checked="" type="checkbox"/>
Special Events / Occasion Permits - issued	Administration	<input checked="" type="checkbox"/>	
Speeches	Communications	<input checked="" type="checkbox"/>	
Staff meetings-minutes/agendas	Various		<input checked="" type="checkbox"/>
Staff Reports – open meetings	Administration	<input checked="" type="checkbox"/>	
Staff Reports – Closed meetings	Administration		<input checked="" type="checkbox"/>
Statutory Declarations (part of Development Application)	Planning	<input checked="" type="checkbox"/>	
Subdivision - applications	Planning		<input checked="" type="checkbox"/>
Subdivision – General information	Planning	<input checked="" type="checkbox"/>	
Subdivision Plans – registered	Land Title Office	<input checked="" type="checkbox"/>	
Subdivision Plans - unregistered	Planning		<input checked="" type="checkbox"/>
Surveys of the public	Administration		<input checked="" type="checkbox"/>
State of Title	Land Title Office		
Staff reports (Closed) Meetings	Administration		<input checked="" type="checkbox"/>
Subdivision Application	Planning		<input checked="" type="checkbox"/>
Survey Certificate (view only)	Planning	<input checked="" type="checkbox"/>	
Survey forms – completed public	Various		<input checked="" type="checkbox"/>
Survey Results - public	Various	<input checked="" type="checkbox"/>	
Tax Exemptions	Finance	<input checked="" type="checkbox"/>	
Taxation Assessments	BC Assessment		

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Taxes paid	Finance	<input checked="" type="checkbox"/>	
Tenders – submitted by vendors	Procurement		<input checked="" type="checkbox"/>
Timesheets (payroll)	Finance		<input checked="" type="checkbox"/>
Training and development - general	Human Resources	<input checked="" type="checkbox"/>	
Training and development – individual employee	Human Resources		<input checked="" type="checkbox"/>
Travel Allowances and Expenses	Finance	<input checked="" type="checkbox"/>	
Utility Billing information	Finance	<input checked="" type="checkbox"/>	
Wages - staff	Human Resources	<input checked="" type="checkbox"/>	
Water Quality Data	Environmental Services	<input checked="" type="checkbox"/>	
WorkSafe BC Claims	Human Resources		<input checked="" type="checkbox"/>
Workplace Inspection Reports	Administration	<input checked="" type="checkbox"/>	
Zoning – Public Hearing/Meeting – letters of support or objection to the Board	Planning	<input checked="" type="checkbox"/>	
Zoning and rezoning – individual case files - applications and supporting documents	Planning		<input checked="" type="checkbox"/>

**Disclaimer**

*Personal information that you provide on the FOI Request is collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing PRRD business. If you have any questions about the collection of your personal information, please contact the PRRD Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-784-3200 or [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca).*