

Appendix 2

Records Release Reference Table

TYPE OF RECORD	barriere.ca LOCATION	USUAL SOURCE OF RECORD	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
A				
Access to Information Request (FOI/POP)	Barriere.ca >Town Info> Public Documents >FOI	Admin		X
Accident Reports		Admin		X
Accounts Payable – General Information		Finance	X	
Accounts Payable – Individual Vendor Files		Finance		X
Accounts Payable – Invoices		Finance		X
Accounts Receivable – General Information		Finance	X	
Accounts Receivable – Individual Account Files		Finance		X
Acts and Legislation		Various	X	
Administration – Organizational Charts		CAO	X	
Advertising – Public Hearing Notices		Admin	X	
Advertising – Public Meeting Notices		Admin	X	
Advertising – Other		Admin	X	
Aerial Photographs		Admin	X	
Agendas – Committees & Commissions of Council	barriere.ca>Town Info>Public Documents>Agendas	Admin	X	
Agendas – Open Meetings of Council	barriere.ca>Town Info>Public Documents>Agendas	Admin	X	
Agendas – Closed (In-camera) Meetings of Council		Admin		X
Agreements		Admin		X
Alternative Appeal Process Petitions		Admin		X
Annual Budgets		Finance	X	
Annual Reports	barriere.ca>Quick Links	Various	X	
Annual Financial Report	(see Annual Report)	Finance	X	
Application Forms – Blank	barriere.ca>Town Info>Printable Forms	Various	X	
Application Forms – Completed		Various		X
Appraisals		Finance		X
Agricultural Land Commission – Application Files		Admin		X

TYPE OF RECORD	barriere.ca LOCATION	USUAL SOURCE OF RECORD	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
Assessment Roll Information – Ownership Info		BCAA		X
Audits/Auditor's Reports		Finance		X
Awards – Nomination forms/Applications		Admin		X
B				
Benefits – Employee		Finance		X
Board of Variance – Application/supporting docs		Admin		X
Board of Variance – Agendas & Minutes		Admin	X	
Bonds and Letters of Credit		Finance		X
Brochures		Various	X	
Budgets – General Information		Finance	X	
Budgets – Annual		Finance	X	
Budgets – Capital		Finance	X	
Budgets – Draft		Finance		X
Budgets – Operating – Final		Finance	X	
Budgets – Operating – Provisional		Finance	X	
Budgets – Yearly Financial Report		Finance	X	
Building Permits (Includes Heating and Plumbing Permits) – Applications		Admin		X
Building Permits – Elevation Drawings (View only)		Admin	X	
Building Permits – Floor Plans (View Only)		Admin		X
Building Permits – Inspection Reports		Admin		X
Building and Occupancy Permits – Issued		Admin	X	
Building Permits – Name of Building/Architect/Engineer & contact info		Admin	X	
Building Permits – Name of Owner & info		Admin		X
Building Permits – Site Plans (View only)		Admin	X	
Building Regulations and General Information		Bldg Inspec.	X	
Buildings – Individual Case Files		Admin		X
Buildings – District-owned – Individual Case Files		Admin		X
Burial Permits – Issued		Finance	X	

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Business Licenses – Issued		Front Desk	X	
Business Licenses – Applications		Front Desk		X
Business Licenses – Individual Case Files		Front Desk		X
Bylaws – After First Reading		Admin	X	
Bylaws – Draft		Admin		X
Bylaws – Enforcement/Complaints		Admin		X
Bylaws – Adopted	barriere.ca>Town Info>Public Documents>Bylaws		X	
C				
Cemetery – Burial Permits – Issued > 20 yrs ago		Finance	X	
Cemetery – Burial Permits – Issued < 20 yrs ago		Finance		X
Cemetery Licenses – Issued > 20 yrs ago		Finance	X	
Cemetery Licenses – Issued < 20 yrs ago		Finance		X
Cemetery – Personal Information		Finance		X
Cheques/Cheque Requisitions		Finance		X
Claims – General Information		Finance	X	
Claims – Individual Case Files		Finance		X
Classifications – Job		CAO	X	
Closed Meetings		Admin		X
Collective Agreements – Draft		CAO		X
Collective Agreements – Final		CAO	X	
Comments on Planning Proposals		Admin	X	
Committee Appointments – Applications		Admin		X
Committees – Internal/Staff – Agendas/Minutes		Various		X
Committees/Commissions – Agendas/Minutes	Barriere.ca>Town Info>Public Documents>Agendas/Minutes	Admin	X	
Competitions – Jobs		CAO		X
Complaints & Service Requests		Various		X
Contracts/Agreements/Leases		Admin		X
Council – Financial Disclosure Forms		Admin	X	
Council – Indemnities/Remuneration		Admin	X	
Council – Personal Information		Admin		X
Council Meetings – Agendas/Minutes/Reports – Open Meetings	Barriere.ca>Town Info>Public Documents>Agendas/Minutes	Admin	X	

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Covenants – Restrictive Covenants		Land Title Office CAO	X	
Criminal Record Checks – Staff & Volunteers				X
D				
Debt and Debenture		Finance		X
Demographics Data	Barriere.ca>Town Info>Community Profile	Admin	X	
Design Guidelines		Admin	X	
Development – Individual Area Plans		Admin	X	
Development Cost Charges		Finance	X	
Development Guidelines		Admin	X	
Development Permits – Applications		Admin		X
Development Permits – Individual Case Files		Admin		X
Development Permits – Issued		Admin	X	
Development Variance Permits – Applications		Admin	X	
Development Variance Permits – Case Files		Admin		X
Development Variance Permits – Issued		Admin	X	
E				
E-Mail		Various		X
Easements/Rights of Way/Encroachments		Admin	X	
Elections – Campaign Financing Disclosure		Admin	X	
Forms				
Elections – Nomination Papers		Admin	X	
Elections – Results		Admin	X	
Emergency Plan		Admin		X
Employee Benefits		Finance		X
Employee Classification		CAO	X	
Employee – Individual Case Files		CAO		X
Employment Applications/Resumes		CAO		X
Environmental Reports		Various	X	
Expense Accounts – Council/Staff		Finance	X	
Expense Claims – Council/Staff		Finance		X

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Facilities – District-owned		Admin		X
Financial Audits	(see Annual Report)	Finance		X
Financial Disclosure Forms – Council		Admin	X	
Financial Disclosure Forms – Employees		Admin		X
Financial Plan (Budget)	Barriere.ca>Town Info>Public Documents>Byalws	Finance	X	
Financial Statements – Annual Financial Report	(see Annual Report)	Finance	X	
Fire Incident Reports		Fire Dept		X
Fire Inspection Reports		Fire Dept	X	
First Aid/WorkSafe BC Reports		Admin		X
Fleet Statistics – Vehicles/Equipment/Fuel Usage		Admin		X
Freedom of Information and Protection of Privacy – Individual Requests for Information		Admin		X
G				
Garbage Collection/Recycling Calendar	Barriere.ca>District Services>Garbage Collection	Front Desk	X	
Government Protocol & Cost Sharing Agreements		Admin		X
Grants from the District – General Information		Finance	X	
Grants from the District – Applications/Requests		Finance		X
Grants to the District – General Information		Finance	X	
Grievances – Individual Case Files		CAO		X
H				
Heating Permits – See Building Permits		Admin	X	
Homeowner Grants – Provincial		Finance		X
I				
Incident Reporting Form		Admin		X
Inspection Reports – Building/Heating/Plumbing		Admin		X
Inspection Reports – Fire		Fire Dept	X	
Inspection Reports – WorkSafe BC		CAO		X
Insurance Policies		Finance		X
Insurance – Employee Benefits		Finance		X
Inventories & Asset Control		Finance		X

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J				
Job Descriptions		CAO	X	
Job Evaluations		CAO		X
K				
L				
Labour Negotiations		CAO		X
Land Sale/Options/Exchange/Transfer		Finance		X
Leases		Finance		X
Legal Opinions		Admin		X
Legal Opinions – Invoices/Costs		Admin		X
List of Licensed Businesses	barriere.ca>business in barriere>businesses	Front Desk	X	
Litigation – Individual Case Files		Admin		X
Litigation – Invoices/Costs		Admin		X
Long Term Disability – Individual Case Files		Finance		X
M				
Management Reviews		CAO		X
Manuals – Policy & Procedure		Front Desk	X	
Maps		Various	X	
Media Releases		Admin	X	
Minutes – Council, Committees & Commissions – Open Meetings		Admin	X	
Minutes – Council, Committee & Commissions – Closed (In-camera) Meetings		Admin		X
Mission Statement		Admin	X	
Motor Vehicle Accidents		RCMP		X
N				
News/Media Releases		Admin	X	
Nomination Papers – Elections		Admin	X	
O				
Occupancy Permits – See Building Permits		Admin	X	
Official Community Plan (OCP)	barriere.ca>Quick Links	Front Desk	X	

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Operational Certificates/Permits		Various	X	
Organizational Chart		CAO	X	
P				
Payroll		Finance		X
Performance Planning & Review		CAO		X
Permissive Tax Exemptions	Barriere.ca>Town Info>Public Documents>Byalws	Finance	X	
Permits – Issued – All types		Various	X	
Petitions – Discussed in Open Meeting		Admin	X	
Petitions – Alternative Appeal Process		Admin		X
Plumbing Permits – See Building Permits		Admin	X	
Policies – Council, Corporate, Departmental		Front Desk	X	
Policies – Draft		Admin		X
Project Files		Various		X
Property Files (To property owner or authorized agent only)		Admin	X	
Property Information (Except Ownership)		Admin	X	
Property Tax Billing Information		Front Desk	X	
Property Taxes/Tax Roll	Y	Finance	X	
Proposals		Finance		X
Provisional Budget		Finance	X	
Public Hearings – Agendas/Minutes/Notices		Admin	X	
Purchase Orders		Finance		X
Q				
Quotations		Finance		X
R				
Recreation Programs/events– General Info		Admin	X	
Recreation Surveys		Admin		X
Remuneration – Council		Admin	X	
Remuneration – Staff		CAO	X	
Reports – Annual	Barriere.ca>Quick Links	Front Desk	X	
Reports – Financial	Barriere.ca>Quick Links	Finance	X	

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Reports to Council – Open Meetings		Admin	X	
Reports to Council – Closed (In-camera) Meetings		Admin		X
Requests for Proposals (RFPs)		Finance	X	
Requests for Proposals (RPFs) Submissions		CAO		X
Rezoning – Applications		Admin		X
Rezoning – General Information		Admin	X	
Rezoning – Individual Case Files		Admin		X
Rezoning – Public Hearing Notifications		Admin	X	
Rights of Way & Easements		Admin	X	
Rights of Way & Easements – Case Files		Admin		X
Road Usage Permit		Admin	X	
S				
Salaries – Employees		CAO	X	
Secondary Suites – Complaints		Bylaw Enforc		X
Service Requests		Various		X
Sign Permits		Admin	X	
Signing Authorities – List		Finance	X	
Signs – Inspections		Admin	X	
Special Events/Occasion Permits		Admin	X	
Speeches		Admin	X	
Staff Meetings - Agendas & Minutes		Various		X
Staff Reports – Open Meetings		Admin	X	
Staff Reports – Closed (In-camera) Meetings		Admin		X
Statistical Information		Various	X	
Statutory Declaration		Admin		X
Street Use Permits – see Road Usage Permits		Admin	X	
Subdivision – Applications		Admin		X
Subdivision – General Information		Admin	X	
Subdivision – Individual Case Files		Admin		X
Subdivision Plans – Registered Plans		LTO	X	
Subdivision Plans – Unregistered Plans		Admin		X

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T				
Tax Exemptions		Finance	X	
Taxation Assessments		Finance	X	
Tax Certificate		Finance/Front Desk	X	
Tenders		Finance	X	
Tender Submissions		Finance		X
Timesheets (Payroll)		Finance		X
Training & Development – General Information		CAO	X	
Training & Development – Individual Employee		CAO		X
Travel Allowances & Expenses		Finance	X	
U				
Unightly Premises		Admin		X
Utility Billing Information - General		Finance	X	
Utility Connections		Finance		X
V				
Variance Permits		Admin	X	
Vendors/Suppliers – Individual Case Files		Finance		X
Video Surveillance (Only to RCMP)		Admin		X
W				
Wages – Staff		CAO	X	
Water Quality Data		Admin	X	
Workers Compensation Board/WorkSafe BC Claims		CAO		X
Workplace Inspection Reports		CAO		X
Work Plans		Various		X
Works and Services Agreements		Admin	X	
X, Y, Z				
Zoning – Applications		Admin		X
Zoning – General Information		Admin	X	
Zoning – Individual Case Files		Admin		X

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Zoning – Public Hearing/ Agendas/ Notices/ Letters of Support or Objection/ Reports to Council		Admin	X	
Zoning – Regulations		Admin	X	