



The City of Vernon Document Types

SCHEDULE "B"

The table below identifies document types common to the City of Vernon that are routinely available to the public and arranged alphabetically. It can be used as a basis to help identify some of the documents held by the City, and aid in determining whether or not a particular document can be released routinely or whether a more formal review by staff requiring a request under the *Freedom of Information and Protection of Privacy Act* is required. Reviews and FOI requests are handled by the Head (Corporate Officer) and any requests for records not available routinely should be made in writing to the Records Coordinator/FOI Clerk.

Fees are applicable for certain routinely available records. (See Miscellaneous Fees and Charges Bylaw for reference). Fees may apply also to requests for records made under the *Freedom of Information and Protection of Privacy Act*.

This is by no means an exhaustive listing and is meant only as a guide!
Please contact the Corporate Administration Department in case of uncertainty.

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	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 *COV Website*		

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
Administration – Organization Charts	X		
Advertising – Statutory Notices for Public Hearings, DVP, etc.	X *COV Website*		
Advertising – Other	X		
Agendas – Advisory Committees, Boards and Commissions, etc. – Open Meetings	X *COV Website*		
Agendas – Advisory Committees, Boards and Commissions, etc. – Closed (In-Camera) Meetings			X
Agendas – Council, Special Committees, etc. – Open Meetings	X *COV Website*		
Agendas – Council, Special Committees, etc. – Closed Meetings			X
Agreements			X
Application Forms (completed) – Various	X *PI Redacted*		X
Agricultural Land Commission – Individual Case Files		Refer to ALC	
Arbitration Decisions			X
Assessment Roll/Information (<i>Public to contact BC Assessment</i>)		Refer to LAND TITLES	
Audits/Auditor's Reports			X
Awards – Nomination Forms/Applications			X
B			
Benefits – Employee			X
Board of Variance – Applications and supporting documents	X *PI Redacted*		X
Board of Variance – Minutes and Agendas	X *COV Website*		
Bonds and Letters of Credit			X
Budgets – General Information	X		
Budgets – Annual & Capital	X *COV Website*		
Budgets – Draft			X
Budgets – Final	X *COV Website*		
Budgets – Yearly Financial Report	X *COV Website*		
Building Permits – Issued (includes Occupancy Permits Issued)	X *COV Website*		
Building Permits – Applications	X *PI Redacted*		X
Building Permits – Inspection Reports/Notices of Rejection	X *PI Redacted*		X

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
Building Plans/Drawings “MUST BE STAMPED WITH COPYRIGHT”	X *PI Redacted* *no hidden security rooms*		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 Licences – Issued	X		
Business Licences - Applications	X *PI Redacted*		X
Business Licences – Individual Case Files			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		X
Collective Agreement – Draft			X
Collective Agreement – Final	X		
Committee Appointments – Applications	X *PI Redacted*		X
Committees – Internal/Staff – Agendas/Minutes			X
Committees, Commissions, Boards – Agenda/Minutes	X *COV Website*		
Competitions –Jobs			X
Complaints			X
Contracts/Agreements/Leases			X

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
Council – Financial Disclosure Forms	X		
Council – Indemnities/Remuneration	X		
Council – Personal Information (i.e., home address)	*PI Redacted*		X
Council Meetings – Minutes/Agendas/Reports – Closed (In Camera) Meetings			X
Council Meetings – Minutes/Agendas/Reports – Open Meetings	X *COV Website*		
Council Resolutions – Closed (In Camera) Meetings			X
Council Resolutions – Open Meetings	X *COV Website*		
Criminal Record Checks – Staff and Volunteers			X
D			
Debt and Debenture			X
Demographic Data	X *COV Website*		
Design Guidelines	X *COV Website*		
Development – Individual Area Plans	X *COV Website*		
Development Cost Charges	X *COV Website*		
Development Guidelines	X *COV Website*		
Development Permits & Development Variance Permits – Issued	X		
Development Permits & Development Variance Permits – Applications	X *PI Redacted*		X
Development Permits & Development Variance Permits – Individual Case Files			X
Dog Licences (administered by the RDNO)		Contact RDNO	
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants (Public to contact LTSA or Lawyer/Notary for copy)		Refer to LAND TITLES	
Elections – Campaign Financing Disclosure Forms	X *PI Redacted*		
Elections – Nomination Papers	X		
Elections – Results	X		
Emergency Measures – Business Recovery Plans			X

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
Emergency Measures –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
F			
Facilities – District Owned			X
Financial Audits			X
Financial Disclosure Forms – Council	X		
Financial Disclosure Forms – Employees			X
Financial Statements	X		
Fire Incident Reports			X
Fire Cause Determination Reports			X
Fire Inspection Reports			X
First Aid/WCB Reports			X
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information			X
G			
Garbage Collection/Recycling Calendar	X *COV Website*		
Geographic Information System (GIS) – Database and Mapping Information	X *COV Website*		
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		

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
Grievances – Individual Case Files			X
H			
Heritage Inventory	X *COV Website*		
Heritage Revitalization Agreements	X *PI Redacted*		
Heritage Sites	X *COV Website*		X
I			
Illegal Suites – Complaints			X
Inspection Reports – Building	X *PI Redacted*		X
Inspection Reports – Fire	X *PI Redacted*		X
Inspections – Workers Compensation Board			X
Insurance Policies			X
Insurance – Employee Benefits			X
Inventories – Heritage	X *COV Website*		
Inventories and Asset Control			X
Invoices			X
J			
Job Descriptions	X		
Job Evaluations			X
K			
L			
Labour Negotiations			X
Land Sale/Options/Exchange/Transfer		Refer to LAND TITLES	X
Leases			X
Legal opinions			X
Legal Opinions – Invoices/Costs			X
Licenses – General Information	X		
Licenses – Business - Issued	X		
Licenses – Business - Applications	X *PI Redacted*		X
Licenses – Business – Individual Case Files			X

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
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 *COV Website*		
Minutes – Council, Special Committees, etc. – Closed (In-Camera) Meetings			X
Mission Statement	X		
N			
News/Media Releases	X *COV Website*		
Newsletter – District	X *COV Website*		
Nomination Papers – Elections	X		
Notice of Intent and Demolition – General Notice published	X		
Notice of Intent and Demolition – Individual notices			X
O			
Occupancy Permits – see Building Permits	X		
Official Community Plan (OCP)	X *COV Website*		
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		
Property Taxes (Public to contact BC Assessment directly)		Refer to LAND TITLES	
Proposals (Tenders, Bids) general			X
Proposals – Successful Bidder (after awarding)	X *COV Website*		

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
Proposals – (Tenders, Bids) Contract			X
Proposals – (Tenders Bids) Award Price (after awarding)	X *COV Website*		
Public Hearings – Minutes/Agendas/Notices	X *COV Website*		
Purchase Orders			X
Q			
Quotations			X
R			
Reclassifications			X
Recreation Programs – General Information	X *COV Website*		
Recreation Programs – Applications/Registrations			X
Recreation Surveys			X
Remuneration – Council	X		
Remuneration – Staff	X		
Reports – Annual	X		
Reports – Financial	X		
Reports and Statistics	X		
Reports to Council – Open Meetings	X *COV Website*		
Reports to Council – Closed (In-Camera) Meetings			X
Requests for Quote (RFP, RFQ)			X
Requests for Proposal (RFP)			X
Requisitions			X
Rezoning – Applications	X *PI Redacted*		X
Rezoning – General Information	X		
Rezoning – Individual Case Files			X
Rezoning – Notifications/Advertising	X		
Rights of Way, Easements		Refer to LAND TITLES	
S			
Salaries – Employees	X		
Secondary Suites – Complaints			X

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
Service Requests			X
Signing Authorities – List	X		
Special Events/Occasion Permits (not applications)	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 (review for personal info)			X
Survey Certificates – subject to Copyright (Public to contact LTSA or Lawyer/Notary directly)	X	Refer to LAND TITLES	
T			
Tax Exemptions	X		
Telephone Bills			X
Tenders SEE Proposals			
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
Utility Connections			X
V			
Variance Permits – see Development and Development Variance Permits			
Vendors/Suppliers – Individual Case Files			X
W			
Wages – Staff	X		
Workers Compensation Board (WCB) – Claims			X
Workplace Inspection Reports			X

SUBJECT HEADING	ROUTINE RELEASE	ANOTHER JURISDICTION	REVIEW OR FOI REQUEST REQ'D
Work Plans (by Department)			X
Works and Services Agreements	X		
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 *COV Website*		
Zoning and Rezoning – General Information & Regulations	X		