



Town of View Royal Records List

*Note: This list is for reference only and is not an exhaustive list of all records contained at Town of View Royal.

SUBJECT:	TYPE OF REQUEST NEEDED:		HOW TO ACCESS:
	ROUTINE REQUEST	FOI REQUEST	
A			
Accident Reports		√	Complete FOI Request
Accounts Payable – General Information	√		Contact Finance
Accounts Payable – Individual Vendors Case Files		√	Complete FOI Request
Accounts Payable – Invoices	√	√	Contact Finance Complete FOI Request
Accounts Receivable – General Information	√		Contact Finance
Accounts Receivable – Individual Account Case Files	√	√	Contact Finance Complete FOI Request
Advertising – Press Releases, Newspaper Ads, etc.	√		Available Online Contact Corporate Administration
Agendas – Advisory Committees, Boards & Commissions of Council	√		Available Online Contact Corporate Administration
Agendas - Council, Special Committees, etc. - Open Meetings	√		Available Online Contact Corporate Administration
Agendas - Council, Special Committees, etc. – In Camera Meetings		√	Complete FOI Request
Agreements		√	Complete FOI Request
Assessment Roll Information – Assessed Value			Contact BC Assessment
Assessment Roll Information – Ownership Info			Contact BC Assessment
Audits/Auditor's Reports		√	Complete FOI Request
Awards – Completed Nomination Forms/Applications		√	Complete FOI Request
B			
Benefits – Employee	√	√	Contact Human Resources Complete FOI Request
Board of Variance – Completed Applications & Supporting Documents		√	Complete FOI Request

SUBJECT:	TYPE OF REQUEST NEEDED:		HOW TO ACCESS:
	ROUTINE REQUEST	FOI REQUEST	
Board of Variance - Minutes & Agendas	√		Available Online Contact Development Services
Bonds & Letters of Credit		√	Complete FOI Request
Budgets - General Information	√		Contact Finance
Budgets – Capital	√		Available Online Contact Finance
Budgets - Financial Report	√		Available Online Contact Finance
Budgets – Operating	√		Available Online Contact Finance
Building - General Property Information	√		Complete Property Information Request
Building Permits (including Plumbing, Heating, Electrical, Occupancy, Secondary Suite, etc.)	√		Complete Property Information Request
Building Permit Completed Applications		√	Complete FOI Request
Building Permit History			Complete Property Information Request
Building Permit Inspection Reports/Notices of Rejection		√	Complete FOI Request
Building Plans/Drawings		√	Complete Property Information Request
Building Regulations & General Information	√		Available Online Contact Development Services
Buildings - Individual Case Files	√		Complete Property Information Request
Business Licences - General Information	√		Contact Development Services
Business Licences – Completed Applications		√	Complete FOI Request
Business Licences - Individual Case Files		√	Complete FOI Request
Bylaws	√		Available Online Contact Corporate Administration
Bylaws – Draft		√	Complete FOI Request
Bylaw Enforcement/Complaints		√	Complete FOI Request
C			
Cheques/Cheque Requisitions		√	Complete FOI Request
Circulars, Directives, Orders	√		Contact Corporate Administration
Claims - General Information	√		Contact Finance
Claims - Individual Case Files		√	Complete FOI Request
Committee Appointments – Completed Applications		√	Complete FOI Request

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Committees, Commissions, Boards - Agendas/Minutes	√		Available Online Contact Corporate Administration
Competitions – Jobs	√		Contact Human Resources
Complaints		√	Complete FOI Request
Contracts/Agreements		√	Complete FOI Request
Council - Financial Disclosure Forms	√		Contact Corporate Administration
Council - Indemnities/Remuneration	√		Contact Corporate Administration
Council - Member Contact Information	√		Available Online Contact Corporate Administration
Council Meetings - Minutes/Agendas/Reports	√		Available Online Contact Corporate Administration
Council Meetings - Minutes/Agendas/Reports – In Camera Meetings		√	Complete FOI Request
Council Resolutions	√		Available Online Contact Corporate Administration
Council Resolutions - In Camera Meetings		√	Complete FOI Request

D

Debt & Debenture		√	Complete FOI Request
Development – Active Applications	√		Available Online
Development - Individual Area Plans	√		Contact Development Services
Development Cost Charges	√		Contact Development Services
Development Guidelines	√		Available Online Contact Development Services
Development Permits & Development Variance Permits	√		Contact Development Services
Development Permits & Development Variance Permits – Completed Applications		√	Complete FOI Request
Development Permits & Development Variance Permits - Individual Case Files		√	Complete FOI Request

E

Easements/Rights of Way/Encroachments/Restrictive Covenants	√		Contact Engineering
Elections - Campaign Financing Disclosure Forms	√		Contact Corporate Administration
Elections - Nomination Papers	√		Contact Corporate Administration
Elections - Results	√		Available Online Contact Corporate Administration

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Emergency Measures - Business Recovery Plans		√	Complete FOI Request
Emergency Measures - Town's Emergency Plan		√	Complete FOI Request
Employee Benefits		√	Complete FOI Request
Employees – Current		√	Complete FOI Request
Employees - Terminated		√	Complete FOI Request
Employment Completed Applications/Resumes		√	Complete FOI Request
Engineering Project Case Files		√	Complete FOI Request
Expense Accounts - Council/Staff	√		Contact Finance
Expense Claims - Council/Staff	√		Contact Finance
F			
Financial Audits		√	Complete FOI Request
Financial Disclosure Forms - Council	√		Contact Corporate Administration
Financial Disclosure Forms - Employees		√	Complete FOI Request
Financial Statements	√		Available Online Contact Finance
Fire Incident Reports		√	Complete FOI Request
Fire Cause Determination Reports		√	Complete FOI Request
Fire Inspection Reports		√	Complete FOI Request
First Aid/WCB Reports		√	Complete FOI Request
Freedom of Information – Requests		√	Complete FOI Request
G			
Garbage Collection Program & Calendar	√		Available Online Contact Engineering
Grants from the Town - General Information	√		Contact Corporate Administration
Grants from the Town – Completed Requests/Applications		√	Complete FOI Request
Grants to the Town - General Information	√		Contact Corporate Administration
Grievances - Individual Case Files		√	Complete FOI Request
H			
Heritage Inventory	√		Contact Development Services
Heritage Sites		√	Complete FOI Request
I			
Inspection Reports – Building		√	Complete FOI Request
Inspection Reports – Fire		√	Complete FOI Request

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Inspections – WCB		√	Complete FOI Request
Insurance Policies		√	Complete FOI Request
Inventories – Heritage	√		Contact Development Services
Inventories - Asset Management		√	Complete FOI Request
Invoices – General Information	√		Contact Finance
J			
Job Descriptions	√		Contact Human Resources
Job Evaluations		√	Complete FOI Request
K			
L			
Land Sale/Options/Exchange/Transfer		√	Complete FOI Request
Leases		√	Complete FOI Request
Legal Issues/Opinions		√	Complete FOI Request
Legal Opinions - Invoices/Costs		√	Complete FOI Request
Licences - General Information	√		Contact Development Services
Licences – Completed Applications		√	Complete FOI Request
Licences - Individual Case Files		√	Complete FOI Request
Litigation - Individual Case Files		√	Complete FOI Request
Litigation - Invoices/Costs		√	Complete FOI Request
M			
Management Reviews		√	Complete FOI Request
Meeting Schedules	√		Available Online Contact Corporate Administration
Minutes – Advisory Committees, Boards	√		Available Online Contact Corporate Administration
Minutes – Council, Committee of the Whole, Special Committees, etc.	√		Available Online Contact Corporate Administration
Minutes - Council, Special Committees, etc., - In Camera Meetings		√	Complete FOI Request
N			
News/Media Releases	√		Available Online Contact Corporate Administration
Newsletters	√		Available Online Contact Corporate Administration
Newspaper Ads	√		Contact Corporate Administration

SUBJECT:	TYPE OF REQUEST NEEDED:		HOW TO ACCESS:
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Nomination Papers - Elections	√		Contact Corporate Administration
Notices – Statutory	√		Available Online Contact Corporate Administration
O			
Occupancy Permits	√		Complete Property Information Request
Official Community Plan (OCP)	√		Available Online Contact Development Services
Operating Budgets – Final	√		Available Online Contact Finance
Organizational Chart	√		Available Online Contact Human Resources
P			
Parking Permits	√		Contact Engineering
Parking Tickets/Enforcement		√	Complete FOI Request
Payroll		√	Complete FOI Request
Permits – Blasting	√		Contact WorkSafeBC
Permits – Boulevard Improvement/Modification	√		Contact Engineering
Permits – Building (including Plumbing, Heating, Electrical, Occupancy, Secondary Suite, etc.)	√		Complete Property Information Request
Permits - Development & Development Variance	√		Contact Development Services
Permits – Drainage/Sewer Connection	√		Contact Engineering
Permits – Driveway Crossing	√		Contact Engineering
Permits – Oversize Vehicle	√		Contact Engineering
Permits - Parking			Contact Engineering
Permits - Pesticide Use	√		Contact Engineering
Permits – Rezoning	√		Contact Development Services
Permits – Secondary Suites	√		Contact Engineering
Permits - Sign	√		Contact Development Services
Permits – Soil Removal	√		Contact Engineering
Permits – Streets (Occupancy, Construction, Use)	√		Contact Engineering
Permits - Tree Removal/Alterations	√		Contact Engineering
Pesticide Use Permits	√		Contact Engineering

SUBJECT:	TYPE OF REQUEST NEEDED:		HOW TO ACCESS:
	ROUTINE REQUEST	FOI REQUEST	
Policies	√		Available Online Contact Corporate Administration
Property Survey	√		Complete Property Information Request
Property Taxes	√		Contact Finance
Property Ownership Info			Contact BC Assessment
Proposals		√	Complete FOI Request
Public Hearings - Minutes/Agendas/Notices	√		Available Online Contact Development Services
Public Notices – Public Hearings/DVP/etc.	√		Available Online Contact Development Services
Purchase Orders – General Information	√		Contact Finance
Q			
Quotations		√	Complete FOI Request
R			
Recycling Collection Calendar	√		Contact Capital Regional District
Remuneration - Council	√		Contact Corporate Administration
Remuneration - Staff	√		Contact Human Resources
Reports – Annual	√		Available Online Contact Corporate Administration
Reports - Financial	√		Available Online Contact Finance
Reports – General	√		Available Online Contact Applicable Department
Reports to Council	√		Available Online Contact Corporate Administration
Reports to Council - In Camera Meetings		√	Complete FOI Request
Rezoning – Completed Applications		√	Complete FOI Request
Rezoning - General Information	√		Available Online Contact Development Services
Rezoning - Notifications	√		Contact Development Services
Rights of Way, Easements	√		Contact Engineering
S			
Salaries – Employees	√		Contact Human Resources

SUBJECT:	TYPE OF REQUEST NEEDED:		HOW TO ACCESS:
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Secondary Suites - General Information	√		Available Online Contact Development Services
Secondary Suites - Permit History	√		Complete Property Information Request
Sign Permits	√		Contact Development Services
Signing Authorities – List	√		Contact Finance
Signs – Inspections	√		Contact Development Services
Speeches	√		Contact Corporate Administration
Staff Meetings (by department) - Minutes & Agendas		√	Complete FOI Request
Staff Reports	√		Available Online Contact Corporate Administration
Staff Reports - In Camera Meetings		√	Complete FOI Request
Strategic Plans	√		Available Online Contact Corporate Administration
Subdivisions – Completed Applications		√	Complete FOI Request
Subdivisions - Plans		√	Complete FOI Request
Survey	√		Complete Property Information Request
T			
Tax Exemptions	√		Contact Finance
Taxation Assessments - General	√		Contact Finance
Taxes Paid	√		Contact Finance
Telephone Bills		√	Complete FOI Request
Tenders	√		Available Online Contact Finance
Timesheets (payroll)		√	Complete FOI Request
Training & Development - General Information	√		Contact Human Resources
Training & Development - Individual Employee		√	Complete FOI Request
Travel Advances		√	Complete FOI Request
Travel Allowances & Expenses	√		Contact Finance
Tree Cutting Completed Applications		√	Complete FOI Request
Tree Cutting Permits	√		Contact Engineering
U			
Unsanitary Premises – Complaints		√	Complete FOI Request
V			
Vendors/Suppliers - Individual Case Files		√	Complete FOI Request

SUBJECT:	TYPE OF REQUEST NEEDED:		HOW TO ACCESS:
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W			
Wages – Staff	√		Contact Human Resources
Workers Compensation Board - Claims		√	Complete FOI Request
Workplace Inspection Reports		√	Complete FOI Request
Works & Services Agreements	√		Contact Engineering
X, Y, Z			
Zoning & Rezoning - General Information & Regulations	√		Available Online Contact Development Services
Zoning & Rezoning – Completed Applications & Supporting Documents		√	Complete FOI Request
Zoning & Rezoning - Individual Case Files		√	Complete FOI Request
Zoning & Rezoning - Public Hearing Notices/ Agendas/Notes/Reports to council/Letters of Support or Objections	√		Available Online Contact Development Services
Zoning – Individual Property Information	√		Complete Property Information Request