



**Sample List of Typical Records Produced by Islands Trust**

TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQUIRED
<b>A</b>			
<b>Freedom of Information &amp; Protection of Privacy Act (FOIPPA) Access to Information Requests</b>	FOI Head & FOI Coordinators		√
Accident Reports (OSH) – Employees	HR		√
Accident Reports – Other	HR		√
Accounts Payable & Receivable – General Information	FIN	√	
Accounts Payable & Receivable – Individual Vendors Case Files	FIN		√
Accounts Payable – Invoices	FIN		√
Acts and Legislation	TAS	√	
Administration – Organization Charts	HR	√	
Advertising – Meetings – Advisory Committees, LTC's – Statutory Notice for Public Hearings, DVP's, TUP's, etc.	LPS	√	
Advertising – Other	ALL Departments	√	
<b>Agendas – Open Meetings</b> Advisory Commissions/Committees, Boards, Council, Council Committees, EC & LTC's	ALL Departments	√	
<b>Agendas – Closed Meetings</b> Advisory Commissions/Committees, Boards, Council, Council Committees, EC & LTC's	ALL Departments		√
Agreements	ALL Departments		√
Annual Report	TAS	√	
Applications Received (See DP's, DVP's, RZ's, SUP's, and other various types)	LPS		√
Agricultural Land Commission – Individual Application Files	LPS		√
Appointment Books, Calendars, Diaries	Staff/Trustees		√
Arbitration Decisions	HR		√
Archaeological Sites	ALL Departments		√
Assessment Roll/Information – The public is to contact BC Assessment directly			
Audits/Auditor's Reports	FIN		√
Awards – Nomination Forms/Applications	HR		√

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<b>B</b>			
Baseline Reports	ITF		√
Benefits – Employee	HR		√
Board of Variance – Individual application files	LPS		√
Board of Variance – Agendas, Minutes, Staff Reports	LPS	√	
Bonds and Letters of Credit	FIN		√
Briefings and Staff Reports – <b>Open Meetings</b>	ALL Departments	√	
Briefings and Staff Reports – <b>Closed (In-Camera) Meetings</b>	ALL Departments		√
Budgets – General Information	FIN	√	
Budgets – Draft	FIN		√
Budgets – Annual	FIN	√	
Budgets – Operating – Final	FIN	√	
Budgets – Yearly Financial Report	FIN	√	
Building Permit Referrals	LPS		√
Building Plans or Lot Survey Plans	ALL Departments		√
Bylaws – All bylaws and all proposed bylaws that have been given First Reading	ALL Departments	√	
Bylaws – Draft	ALL Departments		√
Bylaws – Enforcement/Complaints	BE		√
<b>C</b>			
Census Data	TAS		√
Cheques/Cheque Requisitions	FIN & ITF		√
Classifications/Compensation – Jobs	HR	√	
Climate Action Reporting	FIN	√	
Collective Agreements – Final	HR	√	
Committee Appointments – Applications	ALL Departments		√
Committees – Internal/Staff – Agendas/Minutes	HR		√

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Competitions – Jobs	HR		√
Complaints & Service Requests – General	ALL Departments		√
Complaints – Bylaw Infractions	BE		√
Contracts/Leases	FIN & ITF		√
Covenants – LTC & TFB – Registered Covenants	LPS & ITF	√	
Covenants – LTC & TFB – Monitoring Reports & Monitoring Agreements	LPS & ITF		√
Council – Financial Disclosure Forms, Indemnities/Remuneration	EO	√	
Council – Personal Information	EO	√	
Criminal Record Checks – Staff and Volunteers	HR		√
Crown Lease Referrals – Individual Application Files	LPS		√
<b>D</b>			
Debt and Debenture	FIN		√
Demographic Data	TAS	√	
Design Guidelines	LPS	√	
Development Costs, Fees & Guidelines	LPS	√	
Development Permits & Development Variance Permits – General Information & Issued Permits	LPS	√	
Development Permits & Development Variance Permits – Individual Application Files	LPS		√
<b>E</b>			
Elections – List of Registered Electors	EO		√
Elections – Campaign Financing Disclosure Forms	EO	√	
Elections – Nomination Papers	EO	√	
Elections – Results	EO	√	
Emergency Measures	HR		√
Employee Benefits	HR		√
Employee Classification	HR	√	



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Employees – Individual Case Files – Union Employees – Current	HR		√
Employees – Individual Case Files – Union Employees – Terminated	HR		√
Employees – Individual Case Files – Non-Union Employees	HR		√
Employment Applications/Resumes	HR		√
Expense Claims/Expense Accounts – Council/Staff	FIN	√	
<b>F</b>			
Financial Audits	FIN		√
Financial Disclosure Forms – Council	EO	√	
Financial Disclosure Forms – Employees	EO		√
Financial Statements	FIN	√	
First Aid/WCB Reports	HR		√
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	FOI Head & FOI Coordinators		√
<b>G</b>			
Geographic Information System (GIS) – Database and Mapping General Information	Mapping	√	
Geographic Information System (GIS) – Data-share Agreements, Property Ownership & Legal Information – TAPIS Records	Mapping		√
Government Protocols and Cost-Sharing Agreements	EO		√
Grants – General Information	TAS	√	
Grants – Requests & Applications	TAS		√
Grievances – Individual Case Files	HR		√
<b>H</b>			
Heritage Inventory	LPS & ITF	√	
Heritage & Archaeological Sites	LPS & ITF		√
<b>I</b>			
Inspection Reports – Building & Fire	HR		√
Inspections – Workers Compensation Board	HR		√

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TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQUIRED
Insurance Policies	FIN		√
Insurance – Employee Benefits	HR		√
Insurance – Trustees	FIN		√
Internal Administrative & Operations Manuals	ALL Departments		√
Inventories and Asset Control	FIN		√
Invoices	FIN		√
Islands Trust Annual Report	TAS	√	
Islands Trust Policy Statement	TAS	√	
Islands Trust Fund Regional Conservation Plan	ITF	√	
Islands Trust Fund Five Year Plan	ITF	√	
<b>J</b>			
Job Descriptions	HR	√	
Job Evaluations	HR		√
<b>K</b>			
<b>L</b>			
Labour Negotiations	HR		√
Land Purchase/Transfer	ITF		√
Land Use Application Files (See BOV's, DP's, DVP's, SC's, SUP's, TUP's, RZ's, SUB's, )	LPS		√
Leases	FIN		√
Leave Management	FIN		√
Legal Opinions	EO		√
Legal Opinions – Invoices/Costs	FIN		√
Litigation – Individual Case Files	EO		√
Litigation – Invoices/Costs	FIN		√
Long Term Disability – Individual Case Files	HR		√



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<b>M</b>			
Management Plan (Nature Reserves)	ITF	√	
Management Reviews	HR	√	
Maps – Zoning & OCP (Trust Area)	LPS & Mapping	√	
Minutes – <b>Open Meetings</b> Advisory Commissions/Committees, Boards, Council, Council Committees, EC & LTC's	ALL Departments	√	
Minutes – <b>Closed (In-Camera) Meetings</b> Advisory Commissions/Committees, Boards, Council, Council Committees, EC & LTC's	ALL Departments		√
Mission Statement	TAS	√	
<b>N</b>			
NAPTEP – Individual Application Files	ITF		√
News/Media Releases/Newsletters (Except Drafts)	TAS	√	
<b>O</b>			
Official Community Plans (OCP)	LPS	√	
Operating Budgets – see Budgets	FIN	√	
Organization Reviews/Audits	ADMIN		√
Overtime Forms	FIN		√
<b>P</b>			
Payroll	FIN		√
Performance Management and Development Plan (PMDP)	HR		√
Permits (Issued) – All Types	LPS	√	
Policy & Procedures Manual	EO	√	
Professional Reports – 3 <sup>rd</sup> Party Reports, Qualified Environmental Professionals (QEP's)	ALL Departments		√
Projects/Project Files	ALL Departments		√
Proposals	ALL Departments		√



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Public Hearings – Materials made available for public viewing (i.e., records contained in PH Information Binder)	LPS	√	
Purchase Orders	FIN		√
<b>Q</b>			
Quotations, Estimates, Proposals – Submitted by potential Contractors	FIN		√
<b>R</b>			
Reclassifications	HR		√
Recruitment	HR	√	
Relocation – Allowances	HR		√
Remuneration – Trustees & Board Members	FIN	√	
Reports – Annual	TAS	√	
Reports – Financial	FIN	√	
Reports and Statistics	TAS	√	
Reports to Council – <b>Open Meetings</b>	EO	√	
Reports to Council – <b>Closed (In-Camera) Meetings</b>	EO		√
Requests for Proposals (RFP's) – authored by Islands Trust and provided to potential Contractors	FIN	√	
Resolutions–Without–Meeting (RWM)	EO, LPS & ITF	√	
Rezoning – Individual Application Files	LPS		√
<b>S</b>			
Salaries – Employees (General Tables)	HR	√	
Service Contracts	FIN		√
Signing Authorities – List	FIN	√	
Special Events/Occasions Permits	LPS	√	
Sponsored Crown Grant Applications	TAS	√	
Staff Meetings (by department) – Minutes and Agendas	ALL Departments		√

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Staff Reports – Open Meetings	ALL Departments	√	
Staff Reports – Closed (In-Camera) Meetings	ALL Departments		√
Statement of Financial Information	FIN	√	
Subdivision Referrals (Including Strata Conversions) – Individual Application Files	LPS		√
Subdivisions – Plans	LPS & ITF		√
<b>T</b>			
Tax Exemptions (NAPTEP)	ITF	√	
Telephone Bills	FIN		√
Tenders	FIN	√	
Time Reporting	ALL Departments		√
Training and Development – General Information	HR	√	
Training and Development – Individual Employee	HR		√
Travel Advances	FIN		√
Travel Allowances and Expenses – General Information	FIN	√	
<b>U</b>			
<b>V</b>			
Vendors/Suppliers – Individual Case Files	FIN		√
<b>W</b>			
Workers Compensation Board (WCB) – Claims	HR		√
Workplace Inspection Reports	HR		√
Work Programs (by Department)	ALL Departments		√



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<b>X, Y, Z</b>			
Zoning and Rezoning – General Information & Regulations	LPS	√	
Zoning and Rezoning – Individual Application Files and Supporting Documents	LPS		√
Zoning and Rezoning – Public Hearing Notices/Agendas/Notes/Reports to LTC/Letters of Support or Objection	LPS	√	

**Departments:**

- ADMIN** – Administrative Services
- BE** – Bylaw Enforcement
- EO** – Executive Office
- FIN** – Finance Department
- ITF** – Islands Trust Fund
- HR** – Human Resources
- LPS** – Local Planning Services
- TAS** – Trust Area Services

**Application Types:**

- CL** – Crown Lease Referral
- BOV** – Board of Variance
- DP** – Development Permit
- DVP** – Development Variance Permit
- RZ** – Rezoning
- SC** – Strata Conversion
- SUB** – Subdivision Referral
- SUP** – Siting & Use Permit
- TUP** – Temporary Use Permit

- EC** – Executive Committee
- FOI** – Freedom of Information
- LTC** – Local Trust Committee
- LUB** – Land Use Bylaw
- NAPTEP** – Natural Area Protection Tax Exemption Program
- OCP** – Official Community Plan
- TAPIS** – Trust Area Property Information System