

District of Oak Bay

Records Release Reference Table

Subject	Department of Primary Responsibility	Routine Release	Review or FOI Request Required
A			
Access to Information Requests (FOIPPA)	Corporate Services		X
Accident Reports	Human Resources		X
Accounts Payable – General Information	Finance	X	
Accounts Payable – Invoices	Finance		X
Accounts Receivable – General Information	Finance	X	
Accounts Receivable – Individual Accounts Case files	Finance		X
Administration – Organization Charts	Corporate Services	X	
	Building and Planning or		
Advertising – Statutory Notices for Public Hearings, DVP, etc	Corporate Services	X	
Advertising – Other	Communications	X	
Agendas – Advisory Bodies	Corporate Services	X	
Agendas – Council, COTW– Open Mtgs.	Corporate Services	X	
Agendas – Council, COTW – Closed mtgs.	Corporate Services		X
Agreements	Corporate Services		X
Alternative Approval Process Petitions	Corporate Services		X
Annual Reports	Corporate Services	X	
Annual Financial Plan	Finance	X	
Application Forms (Blank)	Various	X	
Application Forms (Completed) – various	Various		X
Appraisals	Director/Supervisors		X
Asset Management - inventories, condition assessments, plans	Finance	X	
Audits/Auditor's Reports	Finance		X
Awards – completed application/nomination forms	Various		X
B			
Benefits – Employee	Human Resources		X
Board of Variance – Applications & Supporting Documents	Building and Planning		X
Board of Variance – Minutes and Agendas	Building	X	
Bonds and Letters of Credit	Finance		X
Brochures	Various	X	
Budgets – Annual Financial Plan	Finance	X	
Budgets – more detail than is available in Financial Plan	Finance	X	
Building Permits – Inspection Reports/Notices of Rejection	Building		X
Building Permits – General / Issued (personal info redacted)	Building	X	
Building Plans / Drawings (with copyright stamp)	Building	X	
Building Regulations and General Information	Building	X	
Buildings – Individual Case Files	Building		X

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Buildings – Municipally Owned – Individual Case files	Building Mgt.		X
Business Licenses – Applications	Administration/Finance		X
Business Licenses – General - Issued	Administration/Finance	X	
Bylaws – After First Reading	Administration	X	
Bylaws – Draft	Various		X
Bylaws – Enforcement / Complaints	Bylaw Enforcement		X
C			
Cheques / Cheque Requisitions	Finance		X
Claims – General Information	Finance	X	
Claims – Individual Case files	Finance		X
Classifications – Jobs	Human Resources	X	
Collective Agreements – Draft	Human Resources		X
Collective Agreements – Final	Human Resources	X	
Comments on Planning Proposals	Building and Planning	X	
Committee Appointments – Applications	Corporate Services		X
Committees, Commissions, Boards – Agendas/Minutes	Administration	X	
Competitions – Jobs	Human Resources		X
Complaints and service requests	Various		X
Contracts/Agreements/Leases	Corporate Services		X
Council – Financial Disclosure Forms	Corporate Services	X	
Council – Indemnities/Expenses/Remuneration	Corporate Services	X	
Council – Contact Information	Corporate Services	X	
Council Meetings - minutes/agendas (closed meetings)	Corporate Services		X
Council Meetings - minutes/agendas (open meetings)	Corporate Services	X	
Council Priorities	Corporate Services	X	
Council Resolutions – closed meetings	Corporate Services		X
Council Resolutions – open meetings	Corporate Services	X	
Covenants – Restrictive Covenants	Land Title Office	X	
Criminal Record Checks – Staff and Volunteers	Human Resources		X
D			
Debt and Debenture	Finance		X
Demographic Data	Planning	X	
Design Guidelines	Planning	X	
Development – Individual Area Plans	Planning	X	
Development Guidelines	Planning	X	
Development Permits – Applications	Planning		X
Development Permits – Individual Case Files	Planning		X
Development Permits - Issued	Planning	X	

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Development Variance Permits - Applications	Planning	X	
Development Variance Permits – Case Files	Planning		X
Development Variance Permits - Issued	Planning	X	
Dog Licenses	Finance		X
E			
Email communications	Various		X
Easements/Rights of Way/Encroachments/Restrictive Covenants	Building / Engineering	X	
Elections – Campaign Financing Disclosure Forms	Corporate Services	X	
Elections – List of Registered Electors	Corporate Services		X
Elections – Nomination Papers (set time lines)	Corporate Services	X	
Elections – Results	Corporate Services	X	
Emergency Measures and/or Emergency Plans	Emergency Program		X
Employee Benefits	Human Resources		X
Employee Classification	Human Resources	X	
Employee – Individual Case files	Human Resources		X
Employment Applications / Resumes	Human Resources		X
Engineering Project Files	Engineering		X
Environmental Reports	Various	X	
	Corporate Services or Parks, Recreation & Culture	X	
Event Permits - issued	Recreation & Culture	X	
Expense Accounts – Council/Staff	Finance	X	
Expense Claims – Council/Staff	Finance		X
F			
Facilities – Municipally Owned	Engineering & Public Works		X
Filming Permits	Parks, Recreation and Culture	X	
Financial Audits	Finance		X
Financial Disclosure Forms – Council	Corporate Services	X	
Financial Plan (Budget)	Finance	X	
Financial Statements – Annual Financial Report	Finance	X	
Fire Incident Reports (Fire Department Officers)	Fire Department		X
Fire Inspection Reports	Fire Department	X	
First Aid/WCB Reports	Human Resources		X
Fleet Statistics – Vehicles/Equipment/Fuel Usage	Engineering & Public Works		X
FOI Requests or Individual Requests for Change of Personal Info	Corporate Services		X
G			
GIS –Database/Mapping Information – fee for purchase	Planning/Engineering	X	
Grants in Aid - program information	Finance	X	

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Grants in Aid - requests/applications	Finance		X
Grants to the District – General Information	Finance	X	
Grievances – Individual Case Files	Human Resources		X
H			
Heritage Alteration Permits	Planning	X	
Heritage Inventory	Planning	X	
Heritage Revitalization Agreements	Planning	X	
Heritage Sites	Planning	X	
I			
Inspection Reports	Building		X
Inspection Reports – Fire and Life Safety	Fire Department		X
Inspections – Workers Compensation Board	Human Resources		X
Insurance Policies	Finance		X
Insurance – Employee Benefits	Human Resources		X
Invoices	Finance		X
K			
L			
Labour Negotiations	Human Resources		X
Land Sale/Options/Exchange/Transfer	Corporate Services		X
Leases	Corporate Services		X
Legal Opinions	Corporate Services		X
Legal Opinions – Invoices/Costs	Finance		X
Licenses – Applications	Various		X
Licenses – Issued	Various	X	X
Licenses – Individual Case Files	Various		X
Liquor Licenses – Referrals from Provincial Government	Planning/Building		X
List of Licensed Businesses (purchase for a fee)	Planning/Building	X	
Litigation – Individual Case Files	Corporate Services		X
Litigation – Invoices/Costs	Finance		X
Long Term Disability – Individual Case Files	Human Resources		X
M			
Management Reviews	Human Resources		X
Manual – Policy & Procedure	Various	X	
Maps	Planning / Engineering	X	
Media Releases	Communications	X	
Minutes – Advisory Committees, Task Forces	Corporate Services	X	
Minutes – Council, Committee of the Whole (open meetings)	Corporate Services		

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Minutes – Council, Committee of the Whole (closed meetings)	Corporate Services		X
N			
News / Media Releases	Communications	X	
Nomination Papers – Elections (set time lines)	Corporate Services	X	
O			
Occupancy Permits	Building	X	
Official Community Plan (OCP)	Planning	X	
Operating Budgets	Finance	X	
Operational Certificates / Permits	Various	X	
Organization Charts	Corporate Services	X	
Organization Reviews/Audits	Corporate Services	X	
P			
Public Engagement - surveys, reports	Communications	X	
Parking Tickets / Enforcement	Finance		X
Payroll	Finance		X
Performance Reviews	Human Resources		X
Permits Issued – All Types	Various	X	
Petitions – Discussed in Open Meeting	Corporate Services	X	
Petitions – Alternate Approval Process	Corporate Services		X
Police Records	Oak Bay Police Department		
Policies – Council, Corporate	Corporate Services	X	
Policies – Departmental	Relevant Department	X	
Proclamations	Corporate Services	X	
Property File Requests (to property owner/authorized agent only)	Building / Planning	X	
Property Taxes / Tax Roll - Billing Information	Finance	X	
Public Hearings – Minutes/Agendas/Notices	Corporate Services	X	
Purchase Orders	Finance		X
Q			
Quotations	Finance		X
R			
Recreation – Programs/Surveys/Registrations	Parks, Recreation and Culture	X	
Recreation - individual registrations	Parks, Recreation and Culture		X
Remuneration – Council	Finance	X	
Reports – Annual	Corporate Services	X	
Reports – Financial	Finance	X	
Reports and Statistics	Various	X	
Reports to Council – Open Meetings	Various	X	

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Reports to Council – Closed (In-Camera) Meetings	Corporate Services		X
Requests for Proposals (RFPs)	Various	X	
Requests for Proposals (RFPs) – Submission	Various		X
Results – Election	Corporate Services	X	
Rezoning Applications	Planning		X
Rezoning – General Information	Planning	X	
Rezoning – Individual Case files	Planning		X
Rezoning – Public Hearing Notifications	Planning / Corp Services	X	
Right of Way and Easements	Planning / Engineering	X	
Road Usage Permit	Engineering	X	
S			
Salaries – Employees	Human Resources		X
Secondary Suites – Complaints	Bylaw Enforcement		X
Secondary Suites – List	Planning		X
Signing Authorities – List	Finance	X	
Social Media Content	Communications	X	
Special Events / Occasion Permits	Parks, Recreation and Culture	X	
Speeches	Corporate Services	X	
Staff Reports – Open Meetings	Various	X	
Staff Reports – Closed (in-Camera) Meetings	Corporate Services		X
Statistical Information	Various	X	
Statutory Declarations	Various		X
Street Use Permits	Engineering	X	
Street Vendor Permits	Planning	X	
Subdivision – Applications	Planning		X
Subdivision – General Information	Planning	X	
Subdivision – Individual Case Files	Planning		X
Subdivision Plans – Registered Plans	Planning	X	
Subdivision Plans – Unregistered Plans	Planning		X
Survey Certificates – view only	Planning	X	
Survey Forms – Completed (Survey of the Public)	Communications		X
T			
Tax Exemptions	Finance	X	
Taxation Assessments	Finance	X	
Taxes paid	Finance	X	
Tenders	Finance / Various	X	
Tender Submissions	Finance / Various		X

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Subject	Department of Primary Responsibility	Routine Release	Review or FOI Request Required
Timesheets (payroll)	Human Resources		X
Traffic Signal Information	Engineering		X
Traffic System Information	Engineering		X
Traffic Counts	Engineering	X	
Training and Development – General Information	Human Resources	X	
Training and Development – Individual Employee	Human Resources		X
Travel Advances	Finance		X
Travel Allowances and Expenses	Finance	X	
Tree cutting Permits – Issued	Planning	X	
U			
Unightly Premises – Complaints	Bylaw Enforcement		X
Utility Connections	Engineering / Finance		X
V			
Vendors / Suppliers – Individual Case files	Finance		X
Volunteers - individual records	Corporate Services		X
W			
Wage Ranges, by position	Human Resources	X	
Workers compensation Board (WCB) – Claims	Human Resources		X
Workplace Inspection Reports	Human Resources		X
Work plans (by Department)	Various		X
X, Y, Z			
Zoning and Rezoning – Applications	Planning		X
Zoning – General Information	Planning	X	
Zoning and Rezoning – Individual Case Files	Planning		X
Zoning and Rezoning – Public Hearing Records	Planning	X	
Zoning - Regulations	Planning	X	