

**APPENDIX 2 - Freedom of Information and Protection of Privacy
Policy & Procedures Manual**



TYPE OF RECORD	USUAL SOURCE OF RECORD	ROUTINE RELEASE	REVIEW OR FOI REQUEST REQ'D
A			
Access to Information Request (FOIPOP)	Office of the City Clerk		X
Accident Incident Near Miss Reports	Risk Management		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 – City of Kelowna Organizational Charts	Human Resources	X	
Advertising – Statutory Notices	Office of the City Clerk	X	
Advertising - Other	Media Relations	X	
Aerial Photographs	Information Services/GIS	X	
Agendas – Committees	Office of the City Clerk	X	
Agendas – Open Meetings of Council	Office of the City Clerk	X	
Agendas – Closed (in-camera) Meetings of Council	Office of the City Clerk		X
Agreements	Office of the City Clerk		X
Alternative Appeal Process (AAP) Petitions	Office of the City Clerk		X
Annual Budgets	Finance	X	
Annual Reports	Various	X	
Annual Financial Report	Finance	X	
Application Forms - Completed	Various		X
Appraisals	Real Estate		X
Agricultural Land Commission – Application Files	Agricultural Land Commission & Development Planning		X
Arbitration Decisions	Office of the City Clerk		X
Assessment Roll Information – Assessed Value	BC Assessment		X
Assessment Roll Information – Ownership Info	BC Assessment		X
Audits/Auditor’s Reports	Finance		X
Awards – Nomination forms/Applications	Various		X
B			
Benefits - Employee	Human Resources		X
Board of Variance – Application/Supporting Documents	Office of the City Clerk		X
Board of Variance – Agendas & Minutes	Office of the City Clerk	X	

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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 - Applications	Development Services		X
Building Permits – Elevation Drawings (view only)	Development Services	X	
Building Permits – Floor Plans	Development Services		X
Building Permits – Inspection Reports	Development Services		X
Building and Occupancy Permits - Issued	Development Services	X	
Building Permits – Name of Builder/Architect/Engineer and Contact Info	Development Services	X	
Building Permits – Name of Owner & Info	Development Services		X
Building Permits – Site Plans (view only)	Development Services	X	
Building Regulations and General Information	Development Services	X	
Burial Permits - Issued	Cemetery	X	
Burning Permits	Fire Department	X	
Business Licences - Issued	Business Licensing	X	
Business Licences - Applications	Business Licensing		X
Business Licences – Individual Case Files	Business Licensing		X
Bylaws – After First Reading	Office of the City Clerk	X	
Bylaws – Draft	Office of the City Clerk		X
Bylaw Enforcements and Complaints	Bylaw Services		X
C			
Cheques/Cheque Requisition	Finance		X
Claims – General Information	Risk Management	X	
Claims – Individual Case Files	Risk Management		X
Collective Agreements – Draft	Human Resources		X
Collective Agreements – Final	Human Resources	X	
Comments on Planning Proposals	Development Planning		X
Committee Appointments - Applications	Office of the City Clerk		X
Committee – Internal/Staff – Agendas/Minutes	Various		X

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Committees – Agendas/Minutes	Office of the City Clerk	X	
Contracts	Office of the City Clerk		X
Correspondence – Public Meeting	Office of the City Clerk	X	
Council – Financial Disclosure Forms	Office of the City Clerk	X	
Council – Indemnities/Remuneration	Office of the City Clerk	X	
Council – Personal Information	Office of the City Clerk		X
Council Meetings – Open Meetings – Agendas/Minutes/Reports	Office of the City Clerk	X	
Council Meetings – Closed (in-camera) Meetings – Agendas/Minutes/Reports	Office of the City Clerk		X
Council Resolutions – Open Meetings	Office of the City Clerk	X	
Council Resolutions – Closed (in-camera)	Office of the City Clerk		X
Covenants – Restrictive	Land Title Office	X	
Criminal Record Checks – Staff and Volunteers	Human Resources		X
D			
Debit and Debenture	Finance		X
Demographics Data	Policy & Planning	X	
Design and Development Guidelines	Development Planning	X	
Development – Individual Area Plans	Policy & Planning	X	
Development Cost Charges	Finance		
Development Permits (DP) and Development Variance Permits (DVP) - Applications	Development Planning		X
Development Permits (DP) and Development Variance Permits (DVP) - Individual Case Files	Development Planning		X
Development Permits (DP) and Development Variance Permits (DVP) – Issued <i>*if floor plans included must review with Office of the City Clerk prior to release</i>	Development Planning	X	
Dog Licenses	Regional District of Central Okanagan (RDCO)		
E			
E-mail	Various		X
Easements/Right of Ways/Encroachments	Land Title Office		
Elections – Campaign Financing Disclosure Forms	Office of the City Clerk	X	
Elections – Nomination Papers	Office of the City Clerk	X	
Elections - Results	Office of the City Clerk	X	

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Emergency Plans	Fire Department		X
Employee – Individual Case Files	Human Resources		X
Employment Applications/Resumes	Human Resources		X
Environmental Reports	Various	X	
Expense Accounts – Council/Staff	Finance	X	
Expense Claims – Council/Staff	Finance		X
F			
Facilities – City-owned	Real Estate & Building Services		X
Financial Audits	Finance		X
Financial Disclosure Forms - Council	Office of the City Clerk	X	
Financial Disclosure Forms - Staff	Office of the City Clerk		X
Financial Plan (Budget)	Finance	X	
Financial Statements – Annual Financial Report	Finance	X	
Fire Incident Reports	Fire Department	X	
Fire Inspection Reports	Fire Department	X	
First Aid Records	Human Resources		X
First Aid/WorkSafe Reports	Human Resources		X
Fleet Statistics – Vehicles/Equipment/Usage	Fleet Services		X
FOI Requests – Individual Requests	Office of the City Clerk		X
G			
Garbage Collection/Recycling Calendar	Regional District of Central Okanagan (RDCO)	X	
Geographic Information System (GIS) – Database and Mapping Information	Information Services	X	
Government Protocol & Cost Sharing Agreement	Office of the City Clerk		X
Grants from the City – General Information	Partnerships & Grants	X	
Grants from the City – Applications/Requests	Partnerships & Grants		X
Grants to the City – General Information	Partnerships & Grants	X	
Grievances – Individual Case Files	Human Resources		X
H			
Heating Permits - Applications	Development Services		X
Heating Permits - Issued	Development Services	X	
Heritage Inventory	Policy & Planning	X	
Heritage Revitalization Agreements (HRAs)	Office of the City Clerk	X	
Homeowner Grants – Provincial	Finance		X

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I			
Illegal Suites - Complaints	Bylaw Serv		X
Infrastructure Plan	Infrastructure	X	
Inspection Reports – Building/Heating/Plumbing	Development Services		X
Inspection Reports – WorkSafe BC	Human Resources		X
Insurance Policies	Various		X
Inventories & Asset Control	Purchasing		X
Invoices	Various		X
J			
Job Classifications/Descriptions	Human Resources	X	
Job Competitions	Human Resources		X
Job Evaluations	Human Resources		X
L			
Labour Negotiations	Human Resources		X
Land Sale/Options/Exchange/Transfer	Real Estate		X
Leases	Real Estate		X
Legal Opinions	Office of the City Clerk		X
Legal Opinions – Invoices/Costs	Office of the City Clerk		X
Letter of Credit (LOC) – Held by the City	Finance		X
Liquor Licenses - Applications	Development Planning		X
Liquor Licenses – Individual Case Files	Development Planning		X
Liquor Licenses - Issued	LCRB	X	
List of Active Business Licenses (for a fee)	Business Licensing	X	
Litigation – Individual Case Files	Office of the City Clerk		X
Litigation – Invoices/Costs	Office of the City Clerk		X
Long Term Disability – Individual Case Files	Human Resources		X
M			
Management Reviews	Human Resources		X
Manuals – Policy & Procedure	Various	X	
Maps	Various	X	
Media Releases	Media Relations	X	
Minutes – Council & Committees – Open Meetings	Office of the City Clerk	X	
Minutes – Council & Committees – Closed (in-camera) Meetings	Office of the City Clerk		X

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N			
News/Media Releases	Communications	X	
Nomination Papers - Elections	Office of the City Clerk	X	
O			
Occupancy Permits	Development Services	X	
Official Community Plan (OCP)	Policy & Planning	X	
Operating Budgets	Finance	X	
Operational Certificates/Permits	Various	X	
Organizational Charts	Human Resources	X	
Organization Reviews/Audits	Corporate Strategy & Performance	X	
P			
Parking Permits – Accessibility - Applications	Finance		X
Parking Permits – Accessibility - Issued	Finance	X	
Parking Permits – Street Parking – Applications	Development Services		X
Parking Permits – Street Parking - Issued	Development Services	X	
Parking Permits – Eco-Pass - Applications	Parking Services		X
Parking Permits – Eco-Pass – Issue	Parking Services	X	
Parking Tickets/Enforcement – Stats	Bylaws	X	
Parking Tickets/Enforcement – Individual Case Files	Bylaws		X
Payroll	Finance		X
Performance Planning & Review	Corporate Strategy & Performance		X
Permits – Issued – All Types	Various	X	
Petitions – Discussed in an Open Meeting	Office of the City Clerk	X	
Plumbing Permits - Applications	Development Services		X
Plumbing Permits – Issued	Development Services	X	
Policies – Council, Corporate, Departmental	Various	X	
Policies - Draft	Various		X
Portable Sign Permits - Issued	Development Services	X	
Proclamations	Executive Office	X	
Property Information (except ownership)	Development Services	X	
Property Tax Billing Information	Finance	X	
Property Taxes/Tax Roll	Finance	X	

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Provisional Budget	Finance	X	
Public Hearing/Meeting – Agendas/Minutes/Notices	Office of the City Clerk	X	
Purchase Orders	Purchasing		X
Q			
Quotations (RFQs)	Purchasing		X
R			
Reclassifications	Human Resources		X
Recreation Programs – General Information	Active Living & Culture	X	
Recreation Programs – Applicant/Registrations	Active Living & Culture		X
Recreation Surveys	Active Living & Culture		X
Remuneration - Council	Office of the City Clerk	X	
Remuneration - Staff	Human Resources	X	
Reports – Annual	Finance	X	
Reports – Financial	Finance	X	
Reports and Statistics	Corporate Strategy & Performance	X	
Request for Proposals (RFP)	Purchasing	X	
Request for Proposals (RFP) Submissions	Purchasing		X
Rezoning - Applications	Development Planning		X
Rezoning – General Information	Development Planning	X	
Rezoning – Individual Case Files	Development Planning		X
Rezoning – Statutory Notifications	Office of the City Clerk	X	
Rights of Way, Easements, Covenants	Land Title Office		
Road Usage Permit – Application Form	Civic Operations		X
Road Usage Permit	Civic Operations	X	
S			
Salaries - Employees	Human Resources	X	
Security Incident Reports	Various		X
Servicing Plan	Finance	X	
Sign Permits - Issued	Development Services	X	
Signal Timing	Traffic Signals		X
Signing Authorities – List	Finance	X	
Soil Permits - Applications	Development Planning		X
Soil Permits – Individual Case Files	Development Planning		X
Soil Permits - Issued	Development Planning	X	

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Special Events/Occasion Permits - Applications	Active Living & Culture		X
Special Events/Occasion Permits - Issued	Active Living & Culture	X	
Speeches	Media Relations	X	
Staff Meetings – Agendas & Minutes	Various		X
Staff Reports – Open Meetings	Office of the City Clerk	X	
Staff Reports – Closed (in-camera) Meetings	Office of the City Clerk	X	
Statistical Information	Various	X	
Statutory Declarations (as part of a Development Application)	Development Planning		X
Street File (Obtained through Property Information Request by owner or authorized agent)	Development Services	X	
Subdivision - Applications	Development Planning		X
Subdivision – General Information	Development Planning	X	
Subdivision Plans – Registered Plans	Land Title Office	X	
Subdivision Plans – Unregistered Plans	Development Planning		X
Survey Certificate (view only)	Development Services	X	
Survey Forms – Completed (public)	Media Relations		X
Survey Results (public)	Media Relations	X	
T			
Tax Exemptions	Finance	X	
Taxation Assessments	Finance	X	
Taxes Paid	Finance	X	
Telephone Bills	Finance		X
Tenders	Purchasing	X	
Timesheets (Payroll)	Finance		X
Traffic Signal Information	Civic Operations		X
Traffic System Information	Traffic Signals		X
Traffic Counts	Civic Operations	X	
Training & Development – General Information	Human Resources	X	
Training & Development – Individual Employee	Human Resources		X
Travel Advances	Finance		X
Travel Allowances & Expenses	Finance	X	
Tree Cutting Permits – Applications	Development Planning		X
Tree Cutting Permits – Individual Case Files	Development Planning		X
Tree Cutting Permits - Issued	Development Planning	X	

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U			
Utility Billing Information	Finance	X	
V			
Video Surveillance (only to RCMP)	Office of the City Clerk		X
W			
Wages - Staff	Human Resources	X	
Water Quality Data	Civic Operations	X	
Workers Compensation Board/WorkSafe BC Claims	Human Resources		X
Workplace Inspection Reports	Human Resources		X
Work Plans	Various		X
Works and Services Agreements	Office of the City Clerk	X	
X, Y, Z			
Zoning – Public Hearing/Meeting – Letters of Support or Objection to Council	Office of the City Clerk	X	
Zoning – Regulations	Development Planning	X	