



*Freedom of Information and
Protection of Privacy Act (FOIPPA)*

**List of Typical Records Produced by the Town of Golden
(TOG) And How to Request Access**

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
A		
Access to Information Requests (FOIPPA)		✓
Accident Reports – Employees & Other		✓
Accounts Payable – General Information	ap@golden.ca 250-344-2271 ext. 0	
Accounts Payable – Individual Vendors Case Files, Cheques, Cheque Requests and/or Invoices		✓
Accounts Receivable – General Information	ar@golden.ca 250-344-2271 ext. 0	
Accounts Receivable – Individual Account Case Files, Invoices		✓
Administration – Organization Charts	records@golden.ca 250-344-2271 ext. 0	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Visit and search at www.golden.ca/publicnotices or contact communications@golden.ca 250-344-2271 ext. 235	
Agendas – Council, Special Committees, Boards, and Commissions, etc. – Open Meetings	Visit and search at https://golden.civicweb.net/Portal or contact csc@golden.ca 250-344-2271 ext. 235	
Agendas – Council, Special Committees, Boards, and Commissions, etc. – Closed Meetings		✓
Agreements/Contracts/Leases		✓
Appraisals-Land		✓

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
Audits/Auditor's Reports		✓
Awards – Nomination Forms/Applications		✓
B		
BC Assessment Roll/Information	Contact BC Assessment directly at www.bcassessment.ca or call 1-866-825-8322	
Benefits – Employee		✓
Board of Variance – Applications and supporting documents	planner@golden.ca 250 344-2271 ext. 236	✓
Board of Variance – Agendas, Minutes and Staff Reports – Open Meetings	planner@golden.ca 250 344-2271 ext. 236	
Bonds and Letters of Credit		✓
Budgets – General Information, Draft, Annual, Capital, Operating	Visit and search at www.golden.ca/budget or contact cfo@golden.ca 250-344-2271 ext. 249	
Building Permits (including Plumbing, Heating & Electrical, Occupancy, Regulations and General Information)	building@golden.ca 250-344-2271 ext. 231	
Building Permits and Files – Applications, Inspection Reports, Notices of Rejection, Plans, Drawings - *Plans subject to Copyright Act (justice.gc.ca)	building@golden.ca 250-344-2271 ext. 231	✓
Buildings/Facilities – Municipally Owned – Individual Case Files		✓
Business Licences – General Information and that which is available on the license when displayed.	bl@golden.ca 250-344-2271 ext. 231	
Business Licences – Applications, Individual Case Files		✓
Business Licences List	bl@golden.ca 250-344-2271 ext. 231	
Bylaws - All bylaws and all proposed bylaws that have been given 1 st Reading	Visit and search at https://golden.civicweb.net/Portal or contact clerk@golden.ca 250-344-2271 ext. 224	
Bylaws – Draft		✓

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
C		
Cemetery-Interments/Plots	Search www.golden.ca/maps or contact cemetery@golden.ca 250-344-2271	
Census Data	Visit Statistics Canada: (statcan.gc.ca)	
Circulars, Directives, Orders, Manuals, Policies, Procedures	records@golden.ca 250-344-2271 ext. 235	
Claims – General Information	cao@golden.ca 250-344-2271 ext. 249	
Claims – Individual Case Files		✓
Classifications – Jobs		✓
Collective Agreements – Draft		✓
Collective Agreements – Final	cao@golden.ca 250-344-2271 ext. 237	
Committee Appointments – Applications		✓
Committees – Internal/Staff – Agendas/Minutes		✓
Committees, Commissions, Boards – Agendas/ Minutes	Visit and search at https://golden.civicweb.net/Portal or contact clerk@golden.ca 250-344-2271 ext. 235	
Competitions – Jobs		✓
Complaints		✓
Contracts/Agreements/Leases		✓
Council – Financial Disclosure Forms	clerk@golden.ca 250-344-2271 ext. 235	
Council – Indemnities/Remuneration	View at www.golden.ca/annualreport or cao@golden.ca 250-344-2271 ext. 237	
Council – Personal Information (i.e. home address)		✓
Council Meetings – Minutes/ Agendas/Reports – Closed Meetings		✓
Council Meetings – Minutes/Agendas/Reports – Open Meetings	Visit and search at https://golden.civicweb.net/Portal or contact csc@golden.ca 250-344-2271 ext. 235	

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
Council Resolutions – Closed Meetings		✓
Council Resolutions – Open Meetings	Visit and search at https://golden.civicweb.net/Portal or contact csc@golden.ca 250-344-2271 ext. 235	
Court of Revision – Elections – Agendas/Minutes	Visit and search at https://golden.civicweb.net/Portal or contact csc@golden.ca 250-344-2271 ext. 235	
Court of Revision – Frontage Tax – Agendas/ Minutes	Visit and search at https://golden.civicweb.net/Portal or contact csc@golden.ca 250-344-2271 ext. 235	
Criminal Record Checks – Staff and Volunteers		✓
D		
Debt and Debenture		✓
Demographic Data	Visit Statistics Canada: (statcan.gc.ca)	
Development – Individual Area Plans, Costs Charges, Guidelines	www.golden.ca/development-services or planner@golden.ca 250 344-2271 ext. 236	
Development Permits & Development Variance Permits – Applications and Individual Case Files		✓
Dog Licences		✓
E		
Easements/Rights of Way/ Encroachments/Restrictive Covenants	planner@golden.ca 250 344-2271 ext. 236	
Elections – Campaign Financing Disclosure Forms	clerk@golden.ca 250-344-2271 ext. 235	
Elections – Nomination Papers	clerk@golden.ca 250-344-2271 ext. 235	

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
Elections – Results	clerk@golden.ca 250-344-2271 ext. 235	
Emergency Measures – Business Recovery Plans		✓
Emergency Measures – Town’s Emergency Plan		✓
Employee Benefits		✓
Employee Classification	cao@golden.ca 250-344-2271 ext. 237	
Employees – Individual Case Files – Union Employees– Current and Terminated		✓
Employees – Individual Case Files – Non-Union Employees		✓
Employment Applications/Resumes		✓
Engineering Project Files		✓
Expense Accounts – Council/Staff	finance@golden.ca 250-344-2271 ext. 227	
Expense Claims – Council/Staff	finance@golden.ca 250-344-2271 ext. 227	
F		
Financial Audits		✓
Financial Disclosure Forms – Council	Contact clerk@golden.ca 250-344-2271 ext. 235	
Financial Disclosure Forms – Employees		✓
Financial Statements (Annual Audited)	finance@golden.ca 250-344-2271 ext. 227	
Fire Incident Reports		✓
Fire Cause Determination Reports		✓
Fire Inspection Reports	goldfire@golden.ca 250-344-6401	
First Aid/WCB Reports		✓
Freedom of Information and Protection of Privacy - Individual Requests for Information/ Change of Personal Information		✓
G		
Garbage Collection Pick-up Map/Recycling Calendar	www.golden.ca/curbsidecollection	
Geographic Information System (GIS) – Database and Mapping Information	www.golden.ca/maps	

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
Government Protocols and Cost-Sharing Agreements		✓
Grants from the Town – General Information	cao@golden.ca 250-344-2271 ext. 249	
Grants from the Town – Requests/Applications		✓
Grants to the Town – General Information	cfo@golden.ca 250-344-2271 ext. 249	
Grievances – Individual Case Files		✓
H		
Heating Permits – see Building Permits		
Heritage Inventory and Revitalization Agreements	planner@golden.ca 250 344-2271 ext. 236	
Heritage Sites		✓
Homeowner Grants – Provincial	Visit and search www.golden.ca/taxes or contact BC Govt https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/home-owner-grant/apply	
I		
Illegal Suites – Complaints, Lists		✓
Inspection Reports – Building (includes Electrical, Heating and Plumbing)		✓
Inspection Reports – Fire		✓
Inspections – Workers Compensation Board		✓
Insurance Policies		✓
Insurance – Employee Benefits		✓
Inventories and Asset Control		✓
J		
Job Descriptions	cao@golden.ca 250-344-2271 ext. 237	
Job Evaluations		✓
K		
L		
Labour Negotiations		✓
Land Sale/Options/Exchange/Transfer		✓
Leases/Contracts/Agreements		✓
Legal Opinions		✓
Legal Opinions – Invoices/Costs		✓
Liquor Licences	Visit the Province of BC website on www2.gov.bc.ca/liquor-license-permits	
Litigation – Individual Case Files		✓

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
Litigation – Invoices/Costs		✓
Long Term Disability – Individual Case Files		✓
M		
Management Reviews		✓
Maps	See “Geographic Information System”	
Minutes – Council, Special Committees, Boards, and Commissions, etc., – Open Meetings	clerk@golden.ca 250-344-2271 ext. 235	
Minutes – Council, Special Committees, Boards, and Commissions, etc., – Closed Meetings		✓
Mission Statement and/or Mayor Message	www.golden.ca/council or contact clerk@golden.ca 250-344-2271 ext. 237	
N		
News/Media Releases	communications@golden.ca 250-344-2271 ext. 235	
Newsletter – Town	www.golden.ca/newsletter	
O		
Occupancy Permits	See “Building Permits”	
Official Community Plan (OCP)	www.golden.ca/town-hall/community-planning/official-community-plan	
Organization Reviews/Audits	csc@golden.ca 250-344-2271 ext. 235	
P		
Payroll		✓
Performance Planning and Review		✓
Proclamations	clerk@golden.ca 250-344-2271 ext. 235	
Property Taxes	taxes@golden.ca 250-344-2271 ext. 230	
Proposals		✓
Public Hearings – Minutes/Agendas/Notices	clerk@golden.ca 250-344-2271 ext. 235	
Purchase Orders		✓
Q		
Quotations		✓

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
R		✓
Reclassifications		✓
Recreation Programs – General Information	Visit and search www.golden.ca/recprograms or contact rec.booking@golden.ca 250-344-2271 ext. 400	
Recreation Programs – Applications/Registrations/Surveys	Contact rec.booking@golden.ca 250-344-2271 ext. 400	
Remuneration – Council and Staff	Visit and search www.golden.ca/annualreport (Statement of Financial Information) or contact finance@golden.ca 250-344-2271 ext. 227	
Reports – Annual	Visit www.golden.ca/annualreport or contact csc@golden.ca 250-344-2271 ext. 235	
Reports – Financial (Audited)	Visit and search www.golden.ca/annualreport or contact finance@golden.ca 250-344-2271 ext. 227	
Reports to Council – Open Meetings	Visit and search at https://golden.civicweb.net/Portal or contact csc@golden.ca 250-344-2271 ext. 235	
Reports to Council – Closed (In Camera) Meetings		✓
Rezoning – Applications and Individual Case Files		✓
Rezoning – General Information and Notifications	planner@golden.ca 250 344-2271 ext. 236	
Rights of Way, Easements	planner@golden.ca 250 344-2271 ext. 236	
S		
Salaries – over \$75,000	Visit and search www.golden.ca/annualreport (SOFI) or contact finance@golden.ca 250-344-2271 ext. 227	
Secondary Suites – Complaints and List		✓
Signing Authorities – List	cfo@golden.ca 250-344-2271 ext. 249	
Special Events/Temporary License of Occupancy	tlo@golden.ca 250-344-2271 ext. 241	

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
Speeches	communications@golden.ca 250-344-2271 ext. 235	
Staff Meetings (by department) – Minutes and Agendas		✓
Staff Reports, Briefings, Memo's – Open Meeting	Visit and search at https://golden.civicweb.net/Portal or contact csc@golden.ca 250-344-2271 ext. 235	
Staff Reports, Briefings, Memo's – Closed		✓
Statistical Information	Visit Statistics Canada: (statcan.gc.ca)	
Subdivisions – Applications and Plans		✓
Survey Certificates	planner@golden.ca 250 344-2271 ext. 236	
Surveys (of the Public)	Contact csc@golden.ca 250-344-2271 ext. 235	
T		
Tax Exemptions	taxes@golden.ca 250-344-2271 ext. 230	
Temporary License of Occupancy/Special Events	tlo@golden.ca 250-344-2271 ext. 241	
Taxation Assessments – General	taxes@golden.ca 250-344-2271 ext. 230	
Taxes Paid	taxes@golden.ca 250-344-2271 ext. 230	
Telephone Bills		✓
Tenders		✓
Timesheets (payroll)		✓
Traffic Control – Complaints		✓
Training and Development – General Information	cao@golden.ca 250-344-2271 ext. 237	
Training and Development – Individual Employee		✓
Travel Advances		✓
Travel Allowances and Expenses	finance@golden.ca 250-344-2271 ext. 227	
U		
Unightly Premises – Complaints		✓
Utilities-Accounts and Payments	Visit www.golden.ca/onlineservices or contact utilities@golden.ca 250-344-2271 ext. 230	

Type of Record	Routine Release and Department Contact	Complete an FOI Request Form and send to records@golden.ca
V		
Vendors/Suppliers – Individual Case Files		✓
W		
Wages – Staff (over \$75,000)	Visit and search www.golden.ca/annualreport (SOFI) or contact finance@golden.ca 250-344-2271 ext. 227	
Workers Compensation Board (WCB) – Claims		✓
Workplace Inspection Reports		✓
Workplans (by Department)		✓
X, Y, Z		
Zoning and Rezoning – General Information & Regulations	planner@golden.ca 250 344-2271 ext. 236	
Zoning and Rezoning – Individual Applications and Supporting Documents		✓
Zoning and Rezoning – Individual Case Files		✓
Zoning and Rezoning – Public Hearing Notices/ Agendas/Notes/Reports to Council/Letters of Support or Objections	Visit and search www.golden.ca/publicnotices or contact planner@golden.ca 250 344-2271 ext. 236 or csc@golden.ca 250-344-2271 ext. 235	