

Personal Information Bank:	Title of Record:	Location:	Purpose of Information:	User(s) of Information:	Legal Authority:	Information Maintained:	Individuals in the Directory:	Department:	Contact:
Mapping	Mapping	Electronic File Mapping Software Physical File	To join land ownership data to qRD mapping	All qRD Staff that use internal mapping	FIPPA S26;32;33	Land ownership information and land information from BC Assessment	All qRD, Tla'amin Nation, and City of Powell River Landowners	Technical Services	Manager of Technical Services
Asset Management Software	Asset Management Software	Asset Management Software	Work order program for assignment of civic addresses	Asset Management Staff	FIPPA S26;32	Name, address, and email address for land owners assigned civic addresses, roll number, legal description, assessed values, possible property-specific details	Public	Technical Services	Manager of Technical Services
House Numbering Program	Civic Addressing Documentation	Electronic File	To assign or amend civic addresses for properties within the qRD boundary	Staff in GIS and Planning, but all qRD Staff have access	FIPPA S26;32	Addressing letters to land owners (name, address, email address, roll number, legal description, assessed values, possible property-specific details)	Public	Technical Services	Manager of Technical Services
Email System	Email System	Email System	To facilitate the communication between the qRD and external parties for both qRD and personal purposes	All qRD Staff, Directors and Fire Department Members with @qathet.ca email addresses	FIPPA S26;32;33	All @qathet.ca email activity, including: email addresses of public and employees, and personal information within the content of the email	Public and Employees, Directors and Fire Department Members with @qathet.ca email addresses	Technical Services	Manager of Technical Services
Phone System	Call Log	Phone System	To facilitate the communication between the qRD and external parties for both qRD and personal purposes	All qRD Staff	FIPPA S26;32;33	Incoming/outgoing phone numbers and phone system names associated	Public and Employees	Technical Services	Manager of Technical Services
Cyber Security	Cybersecurity Awareness Training Users	Electronic File	To record the details of all staff, Directors and Fire Department members that have been set up to do cybersecurity training	IT Manager	FIPPA S26;32	Employee, Directors and Fire Department Members' names, titles, email addresses and phone numbers	Staff, directors, fire department members	Technical Services	Manager of Technical Services
Backups	Backups	Electronic File	Maintain backups for website, VFD records management software, etc.	IT Manager	FIPPA S26;32	Employee, Directors and Fire Department Members' names, email addresses, phone numbers, addresses, service details	Staff, directors, fire department members	Technical Services	Manager of Technical Services
IT Contractor Reports	Monthly Reports from IT Contractor	Electronic File	Monthly reports for tickets handled	IT Manager	FIPPA S26;32	All details and email exchanged regarding IT tickets, including: names and possible contact info of all individuals involved in IT tasks	Staff, directors, fire department members	Technical Services	Manager of Technical Services
Employee Scans	Scan Folders for all Staff	Electronic File	Scans of documents	All Staff	FIPPA S26;32	personal information scanned	individuals in directory, members of the public	Technical Services	Manager of Technical Services
Directors' Laptops (7)	Files and Downloads	Each Director's qRD issued laptop	Agendas and minutes from qRD Committee and Board meetings. Correspondence between Board members and staff, other agencies, constituents, etc. To conduct the duties associated with the role of qRD Director.	Directors	FIPPA S26;32	Confidential materials, documents containing names, financial information, staffing information, government business	Public, Employees, Directors, Fire Department Members, Staff at other levels of government, Consultants, Contractors	Technical Services	Manager of Technical Services
qRD Issued Cell Phones	Files and Downloads	Each Cell Phone User	Access for convenience through use of cell phone.	Staff, Directors or Fire Department members that are issued qRD managed cell phones	FIPPA S26;32	personal information downloaded onto cell phone	Staff, directors, fire department members, consultants, contractors, public	Technical Services	Manager of Technical Services

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Personal Cell Phones	Files and Downloads	Each Cell Phone User	Access for convenience through use of cell phone.	Staff, Directors or Fire Department members that have historically used their personal devices to access email directly or to view content that may contain personal information	FIPPA S26;32	possible personal information downloaded onto cell phone	Staff, directors, fire department members, consultants, contractors, public	Technical Services	Manager of Technical Services
Volunteer Fire Department Personnel Records	Volunteer Fire Department Personnel Records	Electronic File Physical File	Required documentation to be a member of volunteer fire departments	Payroll Clerk, Regional Fire Services Clerk, Fire Chiefs, Ryan Thoms	FIPPA S26	Name, DOB, SIN, next of kin, driver's license number, banking info, criminal records checks, drivers abstract, membership applications, code of ethics, payroll reports	Members of volunteer fire departments	Emergency Services	Manager of Emergency Services
Volunteer Fire Department Incident Reports	Volunteer Fire Department Incident Reports	Electronic File Physical File Volunteer Fire Department Reporting Software	Generate reports to acquire fire chiefs approval	Payroll Clerk, Regional Fire Services Clerk, Fire Chiefs, Ryan Thoms	FIPPA S26	Name, wage, hours worked, amount of quarterly pay	Members of volunteer fire departments	Emergency Services	Manager of Emergency Services
Elections	Mail Ballot Applications / Registration forms	Electronic File Physical File Email System	to facilitate elections (general local and assent vote)	Chief Elections Officer / Deputy Chief Elections Officer	Local Government Act  FIPPA 26	Name, address, ID, date of birth, signature, proof of ownership, phone number and/or email	Resident and non-resident electors	Administrative Services	Manager of Administrative Services
Elections	Elector Registration forms / voting books / declarations	Electronic File Physical File Email System	to facilitate elections (general local and assent vote)	Chief Elections Officer / Deputy Chief Elections Officer	Local Government Act  FIPPA 26	Name, address, birth date, last 6 digits of SIN, signature	Resident and non-resident electors	Administrative Services	Manager of Administrative Services
Elections	Nomination Documents Financial Disclosure	Electronic File Physical File	to facilitate elections (general local and assent vote)	Chief Elections Officer / Deputy Chief Elections Officer  Members of the public if inspection is requested  Elections BC	Financial Disclosure Act  Local Government Act	Candidates names, address, personal assets, liabilities, corporate assets, sources of income and real property	Election Candidates	Administrative Services	Manager of Administrative Services
Annual Financial Disclosure Documents	Annual Financial Disclosure Documents	Electronic File Physical File Email System	legislative requirement	Auditors	Financial Disclosure Act  Local Government Act	Names, address, personal assets, liabilities, corporate assets, sources of income and real property	Board Members, CAO, Manager of Administrative Services, Manager of Financial services	Administrative Services	Manager of Administrative Services
Personnel Files	Personnel Files	Electronic File Physical File	to collect any information pertinent to a current or previous employee's employment with the qRD	Human Resources	FIPPA 26	May include employee's full name, address, phone number, gender, SIN, email address, resume, past workplace information, appointment letters, emergency contact information, grievances, work performance appraisals, medical records, WorkSafe claims, ROE forms, passwords, employment contract information	current and past employees	Administrative Services	Manager of Administrative Services
Staffing - Applications	Resumes / Staffing	Electronic File Physical File Email System	to facilitate employee acquisition	Human Resources	FIPPA 26	Names, addresses, email address, phone number, past educational records, current and past places of employment, references names and contact details	Staffing competition applicants	Administrative Services	Manager of Administrative Services

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Legal - Information and Privacy	FOI Requests and related records	Electronic File Physical File	To provide information in accordance with the Freedom of Information and Protection Privacy Act	OIPC	FIPPA 26	Dependent on request	Dependent on request	Administrative Services	Manager of Administrative Services
Buildings	Boardroom Rental Agreements	Electronic File	to facilitate external groups booking the boardroom for events	external groups, receptionist	FIPPA S26	Dependent on request	rental applicants	Administrative Services	Manager of Administrative Services
Conferences, Seminars, Symposia, Workshops	3rd Party Hotel Authorization Forms	Electronic File Email System	to book hotels for staff and Directors for out of town event registration	hotels, records management clerk, receptionist	FIPPA 26	guest name, dates of travel, credit card (CC) holder name, CC holder place of work, CC holder card number, signature	employees holding credit cards	Administrative Services	Manager of Administrative Services
Board and Committee Meetings	Delegation Information	Electronic File Email System	to build agendas for Board and Committee meetings	administration staff	FIPPA S26	May contain delegation's name, address, phone number, place of work, email address, signature	members of the public attending meetings as delegations	Administrative Services	Manager of Administrative Services
Accounts Payable	Credit Card Statements	Electronic File	to reconcile monthly MasterCard statements	administration and financial staff	FIPPA S26	credit card holder's name, signature, credit card #	employees holding credit cards	Administrative Services	Manager of Administrative Services
Correspondence	Correspondences	Electronic File Physical File Email System	to facilitate business of the Regional Board	Administration	FIPPA S26	Names, addresses, email addresses, identifiable information	residents and property owners, contractors, members of the public	Administrative Services	Manager of Administrative Services
Information Services	Respondent Data	Electronic File Simple Survey Platform	to facilitate engagement and receive feedback from members of the public	Dependent on nature of survey, all departments have access	FIPPA 26	Names, email addresses, IP addresses	members of the public	Administrative Services	Manager of Administrative Services
Website	IP Addresses	Google Analytics	to maintain information concerning the users of the gRD website	Communications Officer and Web Developer	FIPPA 26;32	IP Addresses of those who accessed the website	members of the public	Administrative Services	Manager of Administrative Services
Photography Contest Data	Photography Contest Data	Electronic File Simple Survey Platform	to track photo submissions and contact contest participants	Administration	FIPPA 26;32	Names, emails and phone numbers	members of the public	Administrative Services	Manager of Administrative Services
Committee Membership	Committee Membership Information	Electronic File Meeting management software	To track membership on standing and select committees	Administration	FIPPA 26;32	Personnel records related to contact details	members of the public	Administrative Services	Manager of Administrative Services
Expense Claims	Employee/Volunteer/Board Expense Claims	Financial enterprise resource planning software Electronic File	Provides support for the expense reimbursements and is disclosed as required by the Financial Information Act	Public, employees, and department managers	SOFI Report FIPPA 26;32;33	Names, addresses, travel details, direct deposit slips	Employees, volunteers, board members	Finance	Manager of Financial Services
Records Of Employment	Records Of Employment	Electronic File Physical File	To document work history for EI reporting and ROE filing	Service Canada, payroll department	FIPPA 26;32;33	Name, address, SIN, income details, reason for leave	Employees who have had an interruption of earnings	Finance	Manager of Financial Services
Employee Income Tax Documents	Employee T4/T4A/T4A-NR	Financial enterprise resource planning software Electronic File Physical File	Provide employees with required documents for income tax filing	CRA, employees, payroll department	FIPPA 26;32;33	Employee name, SIN, address and current year's salary and deductions	Employees, contractors, volunteers, board members	Finance	Manager of Financial Services
Financial enterprise resource planning software	Financial enterprise resource planning software	Financial enterprise resource planning software	To manage payroll	Payroll employees & Finance Managers	FIPPA 26;32;33	Employee name, date of birth, SIN, rate of pay, position, payment history, address, phone number.	Employees, volunteers, board members	Finance	Manager of Financial Services
Municipal Pension Plan	Municipal Pension Plan	Financial enterprise resource planning software Electronic File Physical File	To track pension contributions and reporting	Payroll employees & Finance Managers, Municipal Pension Plan	FIPPA 26;32;33	Employee name, pension contributions, pension earned, pay period hours and gross income	Employees	Finance	Manager of Financial Services
Payroll	Timesheets	Electronic File Physical File	To track employee hours and provide backup for payroll processing	Payroll, Department Managers	FIPPA 26;32;33	Employee name, hours worked, overtime, vacation, banked time, sick time	Employees	Finance	Manager of Financial Services

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Payroll	Employee/Volunteer/Board Payroll Files	Financial enterprise resource planning software Electronic File Physical File	To document and manage employment information and work history including payroll, benefits, administration, position classification	Public, employees, and department managers	FIPPA 26;32;33	May include employee/volunteer name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, appointment letters, email address, pay and benefits information, job classification, record of employment (ROE) form, other personal data related to employment and Retirement, benefits and pension registration and change forms	Employees, volunteers, board members	Finance	Manager of Financial Services
Payroll	Source Deductions Remittances	Financial enterprise resource planning software Electronic File Physical File	To track payroll taxes for reporting and remittances	Payroll employees, Finance managers, CRA	FIPPA 26;32;33	Employee name, tax deductions, gross pay	Employees, volunteers, board members	Finance	Manager of Financial Services
Utility Billing	Utility Billing	Financial enterprise resource planning software Electronic File	To administer the billing for Lund Sewer and Myrtle Pond Water	Finance department	FIPPA 26;32;33	Customer name, address, account number, usage, billing details, penalties,	Property Owners in qathet Regional District who use or have used these utilities	Finance	Manager of Financial Services
Cemetery Receipts	Cemetery Backup	Electronic File	For cash receipting backup	Finance department, Parks department	FIPPA 26;32;33	Name, address, burial description and cost, payment method, invoice number, receipt number	Customer (both purchasing & deceased)	Finance	Manager of Financial Services
Property Tax Comparison Reports	Prop Tax Comparison Reports	Electronic File	To compare qRD data to data from the province	Finance department	FIPPA 26;32;33	Name, address	Property Owners in qRD area	Finance	Manager of Financial Services
Camping Reservations	Camping Reservations	Electronic File Physical File	To manage campground deposits and revenue	A/R Staff and Managers	FIPPA 26;32;33	Name, reservation dates, phone number, city, payment method, and amount	Campground users	Finance	Manager of Financial Services
Donations	Donations	Electronic File Physical File	Tax receipts to individuals who donate to the qathet Regional District & its services	A/R Staff and Managers, CRA	FIPPA 26;32;33	Tax Receipts, Name, address, donation amount	General Public	Finance	Manager of Financial Services
Accounts Payable	Accounts Payable	Financial enterprise resource planning software Electronic File Physical File	Provides backup to set up vendors for invoice processing & payment	A/P Staff and Managers	SOFI Report FIPPA 26;32;33	Vendor names, addresses, banking information, emails, void cheques	qRD Vendors & Refund recipients	Finance	Manager of Financial Services
WorkSafeBC Claims	WorkSafeBC Claims	Electronic File	Collect injury information for reporting to WorkSafeBC	WorkSafeBC, payroll staff, OH&S staff	FIPPA 26;32;33	Name, medical information, address, SIN, birth date	Employees who have reported injuries	Finance	Manager of Financial Services
Pacific Blue Cross Claims	Pacific Blue Cross Claims	Electronic File	Collect required information and forms for Short Term or Long Term Disability claims	Pacific Blue Cross, Payroll staff, Managers	FIPPA 26;32;33	Name, reason for leave, job duties, income, birth date, email, ID number	Pacific Blue Cross members who have submitted a claim	Finance	Manager of Financial Services
Volunteer Fire Department Benefits	Fire Fighter Benefits	Electronic File Physical File	To administer benefits for volunteer fire fighters	Payroll, OH&S Staff	FIPPA 26;32;33	Name, employment date, earnings, address, marital status, gender, name and birth date of dependents	Volunteer Fire Fighters with benefits membership	Finance	Manager of Financial Services
Texada Airport Advisory Leases	Texada Airport Hangar Leases	Electronic File	Provide backup for A/R staff to process fee payments	A/R Staff and managers	FIPPA 26;32;33	Name, mailing address, lease details, folio number	Texada Airport lessees	Finance	Manager of Financial Services

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Cemetery management software	Cemetery management software	Cemetery management software	To facilitate sale of interment spaces and interments in Powell River Regional Cemetery and Woodland Cemetery	cemetery administrator, cemetery caretaker, Finance	Cremation, Interment and Funeral Services Regulation, B.C. Reg 298/2004 S27 FIPPA S26;32;33	Name, address, phone number, email, date and place of birth, date and place of death, payment history	Clients & deceased	Operational Services	Manager of Operational Services
Special Event Permits	Special Event Permit	Electronic File Physical File	To process reservations of qRD day-use parks	qRD authorized employees	FIPPA S26	Name, address, phone number, email	Applicants	Operational Services	Manager of Operational Services
Tribute Product Records	Tribute Product Form	Electronic File Physical File	To document who gifted a tribute product to the qRD and description/location of the item	qRD authorized employees	FIPPA S26	Requestor's name, address, phone number, email, and description/location of item	Requestor	Operational Services	Manager of Operational Services
RFP/T/Q	RFP/T/Q	Electronic File Physical File	For the procurement of services through contract	qRD authorized employees	FIPPA S26	Suppliers/contractors contact info, proposed services and bids	Suppliers/contractors that replied to the RFP/T/Q	Operational Services	Manager of Operational Services
WorkSafeBC Injury/illness claims	Employer's Report of Injury or Occupational Disease ("Form 7")	Electronic File	To report worker injury/illness to WorkSafeBC as required by Occupational Health & Safety Regulation Part 2, Division 10 - Employer Accident Reporting, Investigation and Related Prohibitions.	Individual who was injured, Injured worker's supervisor, OHS Coordinator, WorkSafeBC	FIPPA 26  Workers Compensation Act Occupational Health and Safety Regulation	Names of injured person, witnesses, supervisor. Details about injury. Injured person's birthday, address, SIN, personal health number, wage information.	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
WorkSafeBC Injury/illness claims	Employer Incident Investigation Report (EIRR)	Electronic File	To investigate worker injury/illness to WorkSafeBC as required by <i>Workers Compensation Act</i> Part 2, Division 10 - Employer Accident Reporting, Investigation and Related Prohibitions.	OHS Coordinator, Injured worker's supervisor, WorkSafeBC	FIPPA 26  Workers Compensation Act Occupational Health and Safety Regulation	Name of injured person, details about injury	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
WorkSafeBC Injury/illness claims	Other records related to worker injuries such as doctor's notes, occupational fitness assessments, return to work plans, etc.	Electronic File	Occupational Health & Safety Regulation Part 2, Division 10 - Employer Accident Reporting, Investigation and Related Prohibitions.	OHS Coordinator, Injured worker's supervisor, WorkSafeBC	FIPPA 26  Workers Compensation Act Occupational Health and Safety Regulation	Injured worker's name, medical information related to injury	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
Investigation Reports	Incident Investigations	Electronic File	Internal investigations into worker injury / illness.	OHS Coordinator, worker, worker's supervisor	FIPPA 26  Workers Compensation Act Occupational Health and Safety Regulation	Worker name, information related to incident reported (some incidents contain confidential/sensitive information).	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
Incident Reports	Incident Reports	Electronic File	To collect, track, and analyze information related to hazards, near misses, and injuries reported by workers.	OHS Coordinator, worker, worker's supervisor	FIPPA 26  Workers Compensation Act Occupational Health and Safety Regulation	Worker name, information related to incident reported (some incidents contain confidential/sensitive information).	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
Fire Department Health Benefit Applications	Fire Department Health Benefit Applications	Electronic File	Information required to register fire department personnel for extended health benefits.	OHS Coordinator, firefighter, Fire Chief, qRD Payroll, and Benefits Administrator	FIPPA 26  Workers Compensation Act Occupational Health and Safety Regulation	Name, DOB, SIN, gender, employer, marital status, other benefit providers, dependent (name, DOB, gender)	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
VFIS Claims	Records required for VFIS claims.	Electronic File	To assist volunteer firefighters with claims under the Volunteer Firefighter 24 Hour Accident & Sickness Benefit Program.	OHS Coordinator, firefighter, Fire Chief	FIPPA 26  Workers Compensation Act Occupational Health and Safety Regulation	Name, birthday, address, medical information, wage information.	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator

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Confidential Employee Information	Worker Ergonomic Assessments	Electronic File	To assist workers in setting up their work stations in a way that minimizes the risk of musculoskeletal injuries.	OHS Coordinator, worker, worker's supervisor	FIPPA 26 Workers Compensation Act Occupational Health and Safety Regulation	Worker name, may contain information about medical conditions.	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
Confidential Employee Information	Worker Respiratory Fit Tests	Electronic File	Records of annual respiratory fit tests for workers who wear respirators, as required by Occupational Health & Safety Regulation Section 8.40 Fit tests	OHS Coordinator, worker, worker's supervisor	FIPPA 26 Workers Compensation Act Occupational Health and Safety Regulation	Worker name, may contain information about medical conditions.	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
Hearing Tests	Worker Hearing Tests	Electronic File	Records of annual hearing tests for workers exposed to noise that exceeds noise exposure limits, as required by Occupational Health & Safety Regulation Section 7.8 Hearing tests	OHS Coordinator, worker, worker's supervisor	FIPPA 26 Workers Compensation Act Occupational Health and Safety Regulation	Worker name, information about medical conditions.	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
Training & Development	Worker Training Records	Electronic File	To track worker health & safety training	OHS Coordinator, worker, worker's supervisor	FIPPA 26 Workers Compensation Act Occupational Health and Safety Regulation	Worker name, training certificates.	qRD workers	Occupational Health and Safety	Occupational Health & Safety Coordinator
Zoning and Rezoning	Official Community Plan and/or Zoning Amendment Application	Electronic File	To process a bylaw amendment application under Bylaw 477	Planning Services employee who processes and enforce the terms of the application; this information may be published as part of the Board reports and available on the public website; bylaws and amending bylaw must be available to the public under LGA S.459(1)(a)(b)	FIPPA S26;32;33	Name, mailing address, contact information, emails, phone numbers, property maps	Land owners, authorised agents, consultants and contractors	Planning Services	Manager of Planning Services
Development Variance Permits	Development Variance Permit Application	Electronic File	To process the issuance of a permit, and ensure that applicant is complying with the policies and regulations under Bylaw 477	Planning Services employee who processes and enforce the terms of the application; this information may be published as part of the Board reports and available on the public website; issued permits must be available to the public under LGA S.459(1)(c)	FIPPA S26;32;33	Name, mailing address, contact information, emails, phone numbers, property maps	Land owners, authorised agents, consultants and contractors	Planning Services	Manager of Planning Services
Development Permit Applications	Development Permit Application	Electronic File	To process the issuance of a permit, and ensure the applicant complies with the policies and regulations under Bylaw 477	Planning Services employee who processes and enforce the terms of the application; this information may be published as part of the Board reports and available on the public website; issued permits must be available to the public under LGA S.459(1)(c)	FIPPA S26;32;33	Name, mailing address, contact information, emails, phone numbers, property maps	Land owners, authorised agents, consultants and contractors	Planning Services	Manager of Planning Services

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Complaints/Enforcement	Complaints/ Enforcement	Electronic File	To investigate complaints under Policy 2.12	Planning Services employee who processes and enforce the complaint; Administration Services staff who report to the CAO	FIPPA S26;32;33	Name, mailing address, contact information, emails, phone numbers, property maps	Land owners, individuals making complaints	Planning Services	Manager of Planning Services
Land Administration	Comfort Letters	Electronic File	To provide correspondence to a request for property information	Planning Services employee who processes the request	FIPPA S26;32;33	Name, contact information	Individuals requesting information	Planning Services	Manager of Planning Services
Provincial Referrals	Provincial Referrals	Electronic File	To process the referral, and engage with the applicant to satisfy the policy and regulatory review	Planning Services employee who processes the terms of the referral application; this information may be published as part of the Board reports and available on the public website	FIPPA S26;32;33	Name, mailing address, contact information, emails, phone numbers, property maps	Land owners, authorised agents, consultants and contractors, provincial employee	Planning Services	Manager of Planning Services
Planning Services Public Engagement	Special Projects	Electronic File	To engage with the public on special projects	Planning Services employee who works on the project; consultants who are contracted to the project	FIPPA S26	Name, mailing address, emails, phone numbers, and personal opinions in a survey	Residents of the region	Planning Services	Manager of Planning Services
Restrictive Covenants	Section 219 Covenants	Electronic File	To maintain a record of properties limited by restrictive covenants.	Planning Services employees	Land Title and Survey Authority of BC	Legal documents registered on title - personal information is related only to the filing and managed under the BC Land Title and Survey Authority	Land owners	Planning Services	Manager of Planning/ Administrative Services
Hangar Development	Lease and Tie Down Documentation	Electronic File	Leases for hangar owners at Texada Airport	AMSI Manager and Finance	FIPPA 26;32;33	Contracts, agreements, and insurance documents containing names, civic and mailing addresses, financial information, and agreement information	Hangar owners and people leasing tie-down areas	Asset Management and Strategic Initiatives	Manager of Asset Management and Strategic Initiatives
Agreements	Service Agreement Documentation	Electronic File Physical File	To document legal agreements between the qRD and other parties	All qRD Staff	FIPPA S26;32;33	Contracts, agreements, and insurance documents containing names, civic and mailing addresses, financial information, and agreement information	Consultants and Contractors	Multiple Departments	Relevant Department Manager