



The following list identifies some of the most common record types that are routinely available to the public and those records that require a written request under the *Freedom of Information and Protection of Privacy Act*. This list is meant as a guide; if you need more information or would like to submit a written request, please contact the Corporate Officer for assistance.

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE	FOI REQUEST REQ'D
A			
Access to Information Requests (FOIPPA)	Admin		X
Accident Reports – Employees	Human Resources		X
Accident Reports – Other	Human Resources		X
Accounts Payable – General Information	Finance	X	
Accounts Payable – Individual Vendors Case Files	Finance		X
Accounts Payable – Invoices	Finance		X
Accounts Receivable – General Information	Finance	X	
Accounts Receivable – Individual Account Case Files	Finance		X
Administration – Organization Charts	Admin	X	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Admin	X	
Advertising – Other	Individual Depts	X	
Agendas – Advisory Committees, Boards and Commissions of Council		X	
Agendas – Council, Special Committees, etc. - Open Meetings	Admin	X	
Agendas – Council, Special Committees, etc. - Closed Meetings	Admin		X
Agreements	Admin		X
Application Forms (completed) – Various			X
Agricultural Land Commission – Individual Case Files	Planning		X
Arbitration Decisions	Human Resources		X
Assessment Roll/Information – The public is to contact BC Assessment directly	Finance		
Audits/Auditor's Reports	Finance		X
Awards - Nomination Forms/Applications	Admin		X
B			
Benefits - Employee	Human Resources		X
Board of Variance – Applications and supporting documents	Planning		X
Board of Variance – Minutes and Agendas	Planning	X	
Bonds and Letters of Credit	Finance		X



SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Budgets – General Information	Finance	X	
Budgets – Annual	Finance	X	
Budgets – Capital	Finance	X	
Budgets – Draft	Finance		X
Budgets – Operating – Final	Finance	X	
Budgets – Yearly Financial Report	Finance	X	
Building Permits (including Plumbing, Heating & Electrical, Occupancy – General Information	Building	X	
Building Permits – Applications	Building		X
Building Permits – Inspection Reports/Notices of Rejection	Building		X
Building Plans/Drawings	Building		X
Building Regulations and General Information	Building	X	
Buildings – Individual Case Files	Building		X
Buildings – Municipally Owned – Individual Case Files			X
Burial Permits		X	
Burning Permits	Fire	X	
Business Licenses – General Information	Business Licensing	X	
Business Licenses – Applications	Business Licensing		X
Business Licenses – Individual Case Files	Business Licensing		X
Bylaws	Admin	X	
Bylaws – Draft	Admin		X
Bylaws – Enforcement/Complaints	Bylaw Enforcement		X
C			
Chauffeurs' Permits – see Commercial Vehicle Licenses/Permits			
Cheques/Cheque Requisitions	Finance		X
Circulars, Directives, Orders	Admin	X	
Claims – General Information	Legal	X	
Claims – Individual Case Files	Legal		X
Classifications – Jobs	Human Resources		X
Collective Agreements – Draft	Human Resources		X
Collective Agreements – Final		X	
Commercial Vehicle Licenses/Permits			X
Committee Appointments – Applications	Admin		X
Committees - Internal/Staff – Agendas/Minutes			X
Committees, Commissions, Boards – Agendas/Minutes	Admin	X	



SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Competitions – Jobs	Human Resources		X
Complaints			X
Contracts/Agreements/Leases	Admin		X
Council – Financial Disclosure Forms	Admin	X	
Council – Indemnities/Remuneration	Admin	X	
Council – Personal Information (i.e., home address)	Admin		X
Council Meetings – Minutes/Agendas/Reports - Closed (In Camera) Meetings	Admin		X
Council Meetings – Minutes/Agendas/Reports - Open Meetings	Admin	X	
Council Resolutions – Closed (In Camera) Meetings	Admin		X
Council Resolutions – Open Meetings	Admin	X	
Court of Revision – Elections -Agendas/Minutes	Admin	X	
Court of Revision – Frontage Tax – Agendas/Minutes	Admin	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 Cost Charges	Planning	X	
Development Guidelines	Planning	X	
Development Permits & Development Variance Permits	Planning	X	
Development Permits & Development Variance Permits – Applications	Planning		X
Development Permits & Development Variance Permits – Individual Case Files	Planning		X
Dog Licenses			X
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	X	
Elections – List of Registered Electors	Admin		X
Elections – Campaign Financing Disclosure Forms	Admin	X	
Elections – Nomination Papers	Admin	X	
Elections – Results	Admin	X	
Electrical Permits/Certificates – see Building Permits	Building		
Emergency Measures – Business Recovery Plans	Emergency		X



SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Emergency Measures – City's Emergency Plan	Emergency		X
Employee Benefits	Human Resources		X
Employee Classification		X	
Employees – Individual Case Files – Union Employees – Current	Human Resources		X
Employees – Individual Case Files – Union Employees – Terminated	Human Resources		X
Employees – Individual Case Files – Non-Union Employees	Human Resources		X
Employment Applications/Resumes	Human Resources		X
Engineering Project Files	Engineering		X
Expense Accounts – Council/Staff	Finance	X	
Expense Claims – Council/Staff	Finance	X	
F			
Facilities – Municipally – Owned			X
Filming Permits		X	
Financial Audits	Finance		X
Financial Disclosure Forms – Council	Admin	X	
Financial Disclosure Forms – Employees	Admin		X
Financial Statements	Finance	X	
Fire Incident Reports	Fire		X
Fire Cause Determination Reports	Fire		X
Fire Inspection Reports	Fire	X	
First Aid/WCB Reports	Human Resources		X
Freedom of Information and Protection of Privacy- Individual Requests for Information/ Change of Personal Information	Admin		X
G			
Garbage Collection/Recycling Calendar	Engineering	X	
Geographic Information System (GIS) – Database and Mapping Information	Engineering	X	
Government Protocols and Cost-Sharing Agreements	Admin		X
Grants from the City – General Information	Admin	X	
Grants from the City – Requests/Applications	Admin		X
Grants to the City – General Information	Admin	X	
Grievances - Individual Case Files	Human Resources		X
H			
Heating Permits – see Building Permits	Building		



SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Heritage Inventory	Planning	X	
Heritage Revitalization Agreements	Planning	X	
Heritage Sites	Planning		X
Homeowner Grants – Provincial	Finance		X
I			
Illegal Suites – Complaints	Bylaw Enforcement		X
Illegal Suites – Lists	Bylaw Enforcement		X
Inspection Reports - Building (includes Electrical, Heating and Plumbing)	Building		X
Inspection Reports – Fire	Fire		X
Inspections – Workers Compensation Board	Human Resources		X
Insurance Policies	Finance		X
Insurance – Employee Benefits	Human Resources		X
Inventories – Heritage	Planning	X	
Inventories and Asset Control	Finance		X
Invoices	Finance		X
J			
Job Descriptions	Human Resources	X	
Job Evaluations	Human Resources		X
K			
L			
Labour Negotiations	Human Resources		X
Land Sale/Options/Exchange/Transfer	Admin		X
Leases	Admin		X
Legal Opinions	Admin		X
Legal Opinions – Invoices/Costs	Admin		X
Licenses – General Information	Business Licensing	X	
Licenses – Applications	Business Licensing		X
Licenses – Individual Case Files	Business Licensing		X
Liquor Licenses	Business Licensing	X	
Litigation – Individual Case Files	Admin		X



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Litigation – Invoices/Costs	Admin		X
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Long Term Disability – Individual Case Files	Human Resources		X
M			
Management Reviews	Human Resources		X
Minutes – Advisory Committees, Boards and Commission of Council	Admin	X	
Minutes – Council, Special Committees, etc., – Open Meetings	Admin	X	
Minutes – Council, Special Committees, etc., – Closed Meetings	Admin		X
Mission Statement	Admin	X	
N	Admin		
News/Media Releases	Admin	X	
Newsletter – City	Admin	X	
Nomination Papers – Elections	Admin	X	
Notice of Intent and Demolition	Bylaw Enforcement		X
O			
Occupancy Permits – See Building Permits	Building		
Official Community Plan (OCP)	Planning	X	
Operating Budgets – see Budgets	Finance		
Organization Reviews/Audits	Human Resources	X	
P			
Parade and Banner Permits	Engineering	X	
Parking Permits	Engineering	X	
Parking Tickets/Enforcement	Bylaw Enforcement		X
Payroll	Finance		X
Performance Planning and Review	Human Resources		X
Permits – All Types		X	
Pesticide Use Permits	Engineering	X	
Proclamations	Admin	X	
Property Taxes	Finance	X	
Proposals	Admin		X
Public Hearings – Minutes/Agendas/Notices	Planning	X	
Purchase Orders	Finance		X
Q			
Quotations	Finance		X
R			
Reclassifications	Human Resources		X



SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Recreation Programs – General Information	Recreation	X	
Recreation Programs – Applications/Registrations	Recreation		X
Recreation Surveys	Recreation		X
Remuneration – Council	Admin	X	
Remuneration – Staff	Human Resources	X	
Reports – Annual	Admin	X	
Reports – Financial	Finance	X	
Reports and Statistics	Admin	X	
Reports to Council – Open Meetings	Admin	X	
Reports to Council – Closed (In Camera) Meetings	Admin		X
Rezoning – Applications	Planning		X
Rezoning – General Information	Planning	X	
Rezoning – Individual Case Files	Planning	X	
Rezoning – Notifications	Planning	X	
Rights of Way, Easements	Engineering	X	
S			
Salaries – Employees	Human Resources	X	
Secondary Suites – Complaints	Bylaw Enforcement		X
Secondary Suites – List	Bylaw Enforcement		X
Sign Permits	Planning	X	
Signing Authorities – List	Finance	X	
Signs- Inspections	Planning	X	
Special Events/Occasion Permits	Admin	X	
Speeches	Admin	X	
Staff Meetings (by department) – Minutes and Agendas			X
Staff Reports – Open Meeting		X	
Staff Reports – Closed (In Camera) Meetings			X
Street Use Permits	Engineering	X	
Street Vendor Permits	Engineering	X	
Subdivisions – Applications	Planning		X
Subdivisions – Plans	Planning		X
Survey Certificates	Engineering	X	
T			
Tax Exemptions	Finance	X	
Taxation Assessments – General	Finance	X	
Taxes Paid	Finance	X	
Taxi Licenses – see Commercial Vehicle license/permit			



SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Telephone Bills	Finance		X
Tenders	Finance	X	
Timesheets (payroll)	Finance		X
Traffic Control – Complaints	Engineering		X
Training and Development – General Information	Human Resources	X	
Training and Development – Individual Employee	Human Resources		X
Travel Advances			X
Travel Allowances and Expenses		X	
Tree Cutting Applications	Planning		X
Tree Cutting Permits	Planning	X	
u			
Unightly Premises – Complaints	Bylaw Enforcement		X
v			
Variance Permits – see Development and Development Variance Permits	Planning		
Vehicle Permits – see Commercial Vehicle Licenses/Permits			
Vendors/Suppliers – Individual Case Files	Finance		X
w			
Wages – Staff	Human Resources	X	
Workers Compensation Board (WCB) – Claims	Human Resources		X
Workplace Inspection Reports	Human Resources		X
Workplans (by Department)			X
Works and Services Agreement	Engineering	X	
x,y,z			
Zoning and Rezoning – General Information & Regulations	Planning	X	
Zoning and Rezoning – Individual Applications and Supporting Documents	Planning		X
Zoning and Rezoning – Individual Case Files	Planning		X
Zoning and Rezoning – Public Hearing Notices/ Agendas/Notes/Reports to Council/Letters of Support or Objections	Planning	X	