FREEDOM OF INFORMATION
ROUTINELY AVAILABLE DOCUMENTS

SUBJECT HEADING	ROUTINE RELEASE	FOI REQUEST REQ'D
A		
Access to Information Requests (FOI/POP)		√
Accident Reports - Employees		√
Accident Reports - Other		√
Accounts Payable - General Information	√	
Accounts Payable - Individual Vendors Case Files		√
Accounts Payable - Invoices		√
Accounts Receivable - General Information	√	
Accounts Receivable - Individual Account Case Files		√
Administration - Organization Charts	√	
Advertising - Statutory Notices for Public Hearings, DVP, etc.	√	
Advertising - Other	√	
Agendas - Advisory Committees, Boards and Commissions of Council	√	
Agendas - Council, Special Committees, etc - Open Meetings	√	
Agendas - Council, Special Committees, etc - Closed Meetings		√
Agreements		√
Application Forms (completed) - Various		√
Agricultural Land Commission - Individual Case Files		√
Arbitration Decisions		√
Assessment Roll/Information - public is to contact BC Assessment directly		
Audits/Auditor's Reports		√
Awards - Nomination Forms/Applications		√
B		
Benefits - Employee		√
Board of Variance - Applications and supporting documents		√
Board of Variance - Minutes and Agendas	√	
Bonds and Letters of Credit		√
Budgets - General Information	√	
Budgets - Annual	√	
Budgets - Capital	√	
Budgets - Draft		√
Budgets - Operating - Final	√	
Budgets - Yearly Financial Report	√	
Building Permits (including Plumbing, Heating & Electrical, Occupancy) - Gener	√	
Building Permits - Applications		√
Building Permits - Inspection Reports/Notices of Rejection		√
Building Plans/Drawings		√
Building Regulations and General Information	√	
Buildings - Individual Case Files		√
Buildings - Municipally - Owned - Individual Case Files		√
Burial Permits	√	
Burning Permits	√	
Business Licenses - General Information	√	
Business Licenses - Applications		√
Business Licenses - Individual Case Files		√
Bylaws	√	
Bylaws - Draft		√
Bylaw - Enforcement/Complaints		√
C		
Chauffeurs' Permits - see Commercial Vehicle Licenses/Permits		
Cheques/Cheque Requisitions		√
Circulars, Directives, Orders	√	
Claims - General Information	√	
Claims - Individual Case Files		√

SUBJECT HEADING	ROUTINE RELEASE	FOI REQUEST REQ'D
Classifications - Jobs		√
Collective Agreements - Draft		√
Collective Agreements - Final	√	
Commercial Vehicle Licenses/Permits	√	
Committee Appointments - Applications		√
Committees - Internal/Staff - Agendas/Minutes		√
Committees, Commissions, Boards - Agendas/Minutes	√	
Competitions - Jobs		√
Complaints		√
Contracts/Agreements/Leases		√
Council - Financial Disclosure Forms	√	
Council - Indemnities/Remuneration	√	
Council - Personal Information (i.e., home address)		√
Council Meetings - Minutes/Agendas/Reports - Closed (In Camera) Meetings		√
Council Meetings - Minutes/Agendas/Reports - Open Meetings	√	
Council Resolutions - Closed (In Camera) Meetings		√
Council Resolutions - Open Meetings	√	
Court of Revision - Elections - Agendas/Minutes	√	
Court of Revision - Frontage Tax - Agendas/Minutes	√	
Criminal Record Checks - Staff and Volunteers		√
D		
Debt and Debenture		√
Demographic Data	√	
Design Guidelines	√	
Development - Individual Area Plans	√	
Development Cost Charges	√	
Development Guidelines	√	
Development Permits & Development Variance Permits	√	
Development Permits & Development Variance Permits - Applications		√
Development Permits & Development Variance Permits - Individual Case Files		√
Dog Licenses		√
E		
Easements/Rights of Way/Encroachments/Restrictive Covenants	√	
Elections - List of Registered Electors		√
Elections - Campaign Financing Disclosure Forms	√	
Elections - Nomination Papers	√	
Elections - Results	√	
Electrical Permits/Certificates - see Building Permits		
Emergency Measures - Business Recovery Plans		√
Emergency Measures - City's Emergency Plan		√
Employee Benefits		√
Employee Classification	√	
Employees - Individual Case Files - Union Employees - Current		√
Employees - Individual Case Files - Union Employees - Terminated		√
Employees - Individual Case Files - Non-Union Employees		√
Employment Applications/Resumes		√
Engineering Project Files		√
Expense Accounts - Council/Staff	√	
Expense Claims - Council/Staff	√	
F		
Facilities - Municipally - Owned		√
Filming Permits	√	
Financial Audits		√
Financial Disclosure Forms - Council (Redacted Version for Inspection)	√	

SUBJECT HEADING	ROUTINE RELEASE	FOI REQUEST REQ'D
Financial Disclosure Forms - Employees		√
Financial Statements	√	
Fire Incident Reports		√
Fire Cause Determination Reports		√
Fire Inspection Reports	√	
First Aid/WCB Reports		√
Freedom of Information and Protection of Privacy - Individual Requests for Information/ Change of Personal Information		√
G		
Garbage Collection/Recycling Calendar	√	
Geographic Information System (GIS) - Database and Mapping Information	√	
Government Protocols and Cost-Sharing Agreements		√
Grants from the City - General Information	√	
Grants from the City - Requests/Applications		√
Grants to the City - General Information	√	
Grievances - Individual Case Files		√
H		
Heating Permits - see Building Permits		
Heritage Inventory	√	
Heritage Revitalization Agreements	√	
Heritage Sites		√
Homeowner Grants - Provincial		√
I		
Illegal Suites - Complaints		√
Illegal Suites - Lists		√
Inspection Reports - Building (includes Electrical, Heating and Plumbing)		√
Inspection Reports - Fire		√
Inspections - Workers Compensation Board		√
Insurance Policies		√
Insurance - Employee Benefits		√
Inventories - Heritage	√	
Inventories and Asset Control		√
Invoices		√
J		
Job Descriptions	√	
Job Evaluations		√
K		
L		
Labour Negotiations		√
Land Sale/Options/Exchange/Transfer		√
Leases		√
Legal Opinions		√
Legal Opinions - Invoices/Costs		√
Licenses - General Information	√	
Licenses - Applications		√
Licenses - Individual Case Files		√
Liquor Licenses	√	
Litigation - Individual Case Files		√
Litigation - Invoices/Costs		√
Long Term Disability - Individual Case Files		√
M		
Management Reviews		√
Minutes - Advisory Committees, Boards and Commission of Council	√	

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Minutes - Council, Special Committees, etc, - Open Meetings	√	
Minutes - Council, Special Committees, etc, - Closed Meetings		√
Mission Statement	√	
N		
News/Media Releases	√	
Newsletter - City	√	
Nomination Papers - Elections	√	
Notice of Intent and Demolition		√
O		
Occupancy Permits - See Building Permits		
Official Community Plan (OCP)	√	
Operating Budgets - see Budgets		
Organization Reviews/Audits	√	
P		
Parade and Banner Permits	√	
Parking Permits	√	
Parking Tickets/Enforcement		√
Payroll		√
Performance Planning and Review		√
Permits - All Types	√	
Pesticide Use Permits	√	
Proclamations	√	
Property Taxes	√	
Proposals		√
Public Hearings - Minutes/Agendas/Notices	√	
Purchase Orders		√
Q		
Quotations		√
R		
Reclassifications		√
Recreation Programs - General Information	√	
Recreation Programs - Applications/Registrations		√
Recreation Surveys		√
Remuneration - Council	√	
Remuneration - Staff	√	
Reports - Annual	√	
Reports - Financial	√	
Reports and Statistics	√	
Reports to Council - Open Meetings	√	
Reports to Council - Closed (In Camera) Meetings		√
Rezoning - Applications		√
Rezoning - General Information	√	
Rezoning - Individual Case Files	√	
Rezoning - Notifications	√	
Rights of Way, Easements	√	
S		
Salaries - Employees	√	
Secondary Suites - Complaints		√
Secondary Suites - List		√
Sign Permits	√	
Signing Authorities - List	√	
Signs - Inspections	√	
Special Events/Occasion Permits	√	

SUBJECT HEADING	ROUTINE RELEASE	FOI REQUEST REQ'D
Speeches	√	
Staff Meetings (by department) - Minutes and Agendas		√
Staff Reports - Open Meeting	√	
Staff Reports - Closed (In Camera) Meetings		√
Street Use Permits	√	
Street Vendor Permits	√	
Subdivisions - Applications		√
Subdivisions - Plans		√
Survey Certificates	√	
T		
Tax Exemptions	√	
Taxation Assessments - General	√	
Taxes Paid	√	
Taxi Licenses - see Commercial Vehicle Licenses/Permits		
Telephone Bills		√
Tenders	√	
Timesheets (payroll)		√
Traffic Control - Complaints		√
Training and Development - General Information	√	
Training and Development - Individual Employee		√
Travel Advances		√
Travel Allowances and Expenses	√	
Tree Cutting Applications		√
Tree Cutting Permits	√	
U		
Unsightly Premises - Complaints		√
V		
Variance Permits - see Development and Development Variance Permits		
Vehicle Permits - see Commercial Vehicle Licenses/Permits		
Vendors/Suppliers - Individual Case Files		√
W		
Wages - Staff	√	
Workers Compensation Board (WCB) - Claims		√
Workplace Inspection Reports		√
Workplans (by Department)		√
Works and Services Agreement	√	
X, Y, Z		
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	√	
Zoning and Rezoning - General Information & Regulations	√	