

## LIST OF ROUTINELY AVAILABLE RECORDS

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
<b>A</b>			
Access to Information Requests (FOIPPA)	Admin		√
Accident Reports – Employees	Human Resources		√
Accident Reports – Other	Human Resources		√
Accounts Payable – General Information	Finance	√	
Accounts Payable – Individual Vendors Case Files	Finance		√
Accounts Payable – Invoices	Finance		√
Accounts Receivable – General Information	Finance	√	
Accounts Receivable – Individual Account Case Files	Finance		√
Administration – Organization Charts	Admin	√	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Admin	√	
Advertising – Other		√	
Agendas – Advisory Committees, Boards and Commissions of Council		√	
Agendas – Council, Special Committees, etc. – Open Meetings	Admin	√	
Agendas – Council, Special Committees, etc. – Closed Meetings	Admin		√
Agreements	Admin		√
Agricultural Land Commission (ALC) – Individual Case Files	Planning		√
Annual Reports	Admin	√	
Application Forms (completed) – Various			√
Arbitration Decisions	Human Resources		√
Assessment Roll/Information – <b>The public is to contact BC Assessment directly</b>	Finance	N/A	N/A
Audits/Auditor's Reports	Finance		√
Awards – Nomination Forms/Applications	Admin		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
<b>B</b>			
Benefits – Employee	Human Resources		√
Board of Variance – Applications and supporting documents	Planning		√
Board of Variance – Minutes and Agendas	Planning	√	
Bonds and Letters of Credit	Finance		√
Budgets – General Information	Finance	√	
Budgets – Annual	Finance	√	
Budgets – Capital	Finance	√	
Budgets – Draft	Finance		√
Budgets – Operating – Final	Finance	√	
Budgets – Yearly Financial Report	Finance	√	
Building Permits (including Plumbing, Heating & Electrical, Occupancy) – General Information	Building	√	
Building Permits – Applications (Businesses)	Building	√	
Building Permits – Applications (Individuals)	Building		√
Building Permits – Inspection Reports/Notices of Rejection	Building		√
Building Plans/Drawings – Exterior Views & Site Plans	Building	√	
Building Plans/Drawings – Interior Views & Plans	Building		√
Building Regulations and General Information	Building	√	
Buildings – Individual Case Files	Building		√
Buildings – Municipally Owned – Individual Case Files			√
Burial Permits		√	
Burning Permits	Fire	√	
Business Licenses – General Information	Business Licensing	√	
Business Licenses – Applications	Business Licensing		√
Business Licenses – Individual Case Files	Business Licensing		√
Bylaws	Admin	√	
Bylaws – Draft	Admin		√
Bylaw – Enforcement/Complaints	Bylaw Enforcement		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
<b>C</b>			
Chauffeurs' Permits – see Commercial Vehicle Licenses/Permits			
Cheques/Cheque Requisitions	Finance		√
Circulars, Directives, Orders	Admin	√	
Claims – General Information	Legal	√	
Claims – Individual Case Files	Legal		√
Classifications – Jobs	Human Resources		√
Collective Agreements – Draft	Human Resources		√
Collective Agreements – Final		√	
Committee Appointments – Applications	Admin		√
Committee, Commission, Board Membership (Names only)		√	
Committee, Commission, Board Membership (Personal Information)			√
Committees, Commissions, Boards – Agendas/ Minutes	Admin	√	
Competitions – Jobs	Human Resources		√
Complaints			√
Contracts/Agreements/Leases	Admin		√
Council – Financial Disclosure Forms	Admin	√	
Council – Indemnities/Remuneration	Admin	√	
Council – Personal Information (i.e., home address)	Admin		√
Council Meetings – Minutes/Agendas/Reports – Closed (In Camera) Meetings	Admin		√
Council Meetings – Minutes/Agendas/Reports – Open Meetings	Admin	√	
Council Resolutions – Closed (In Camera) Meetings	Admin		√
Council Resolutions – Open Meetings	Admin	√	
Court of Revision – Elections – Agendas/Minutes	Admin	√	
Court of Revision – Frontage Tax – Agendas/ Minutes	Admin	√	
Covenants/Restrictive Covenants	Planning	√	
Criminal Record Checks – Staff and Volunteers	Human Resources		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
<b>D</b>			
Debt and Debenture	Finance		√
Demographic Data	Planning	√	
Design Guidelines	Planning	√	
Development – Individual Area Plans	Planning	√	
Development Cost Charges	Planning	√	
Development Guidelines	Planning	√	
Development Permits & Development Variance Permits (Businesses)	Planning	√	
Development Permits & Development Variance Permits (Individuals)	Planning		√
Development Permits & Development Variance Permits – Applications	Planning		√
Development Permits & Development Variance Permits – Individual Case Files	Planning		√
Dog Licenses			√
<b>E</b>			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	√	
Elections – List of Registered Electors (Requires completion of declaration form)	Admin	√ Inspection Only	
Elections – Campaign Financing Disclosure Forms (Requires completion of declaration form)	Admin	√ Inspection Only	
Elections – Nomination Papers	Admin	√	
Elections – Results	Admin	√	
Electrical Permits/Certificates – see Building Permits	Building		
Emergency Measures – Business Recovery Plans	Emergency		√
Emergency Measures – Township’s Emergency Plan	Emergency		√
Employee Benefits	Human Resources		√
Employee Classification		√	
Employees – Individual Case Files – Union Employees – Current	Human Resources		√
Employees – Individual Case Files – Union Employees – Terminated	Human Resources		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
Employees – Individual Case Files – Non-Union Employees	Human Resources		√
Employment Applications/Resumes	Human Resources		√
Engineering Project Files	Engineering		√
Expense Accounts – Council/Staff	Finance	√	
Expense Claim Summaries (Included in SOFI)	Finance	√	
Expense Claims – Individual Case Files	Finance		√
<b>F</b>			
Facilities – Municipally – Owned			√
Filming Permits		√	
Financial Audits	Finance		√
Financial Disclosure Forms – Council	Admin	√	
Financial Disclosure Forms – Employees	Admin		√
Financial Statements	Finance	√	
Fire Incident Reports	Fire		√
Fire Cause Determination Reports	Fire		√
Fire Inspection Reports	Fire	√	
First Aid/WCB Reports	Human Resources		√
Freedom of Information and Protection of Privacy – Individual Requests for Information/ Change of Personal Information	Admin		√
<b>G</b>			
Garbage Collection/Recycling Calendar	Engineering	√	
Geographic Information System (GIS) – Database and Mapping Information	Engineering	√	
Government Protocols and Cost-Sharing Agreements	Admin		√
Grants from the Township – General Information	Admin	√	
Grants from the Township – Requests/Applications	Admin		√
Grants to the Township – General Information	Admin	√	
Grievances – Individual Case Files	Human Resources		√
<b>H</b>			
Heating Permits – see Building Permits	Building		
Heritage Inventory	Planning	√	

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
Heritage Revitalization Agreements	Planning	√	
Heritage Sites – Individual Case Files	Planning		√
Homeowner Grants – Provincial	Finance		√
<b>I</b>			
Illegal Suites – Complaints	Bylaw Enforcement		√
Illegal Suites – Lists	Bylaw Enforcement		√
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Building		√
Inspection Reports – Fire	Fire	√	
Inspections – WorkSafe BC	Human Resources		√
Insurance Policies	Finance		√
Insurance – Employee Benefits	Human Resources		√
Inventories – Heritage	Planning	√	
Inventories and Asset Control	Finance		√
Invoices	Finance		√
<b>J</b>			
Job Competitions – Individual Case Files	Human Resources		√
Job Competitions – Postings	Human Resources	√	
Job Descriptions	Human Resources	√	
Job Evaluations	Human Resources		√
<b>K</b>			
<b>L</b>			
Labour Negotiations	Human Resources		√
Land Sale/Options/Exchange/Transfer	Admin		√
Leases	Admin		√
Legal Opinions	Legal		√
Legal Opinions – Invoices/Costs	Legal		√
Letters of Credit/Bonds	Development Services		√
Licenses – General Information	Business Licensing	√	
Licenses – Applications	Business Licensing		√
Licenses – Individual Case Files	Business Licensing		√
Liquor License – Municipal Input	Admin	√	
Litigation – Individual Case Files	Legal		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
Litigation – Invoices/Costs	Legal		√
Long Term Disability – Individual Case Files	Human Resources		√
<b>M</b>			
Management Reviews	Human Resources		√
Minutes – Advisory Committees, Boards and Commission of Council	Admin	√	
Minutes – Council, Special Committees, etc., – Open Meetings	Admin	√	
Minutes – Council, Special Committees, etc., – Closed Meetings	Admin		√
Mission Statement	Admin	√	
<b>N</b>	Admin		
News/Media Releases	Admin	√	
Newsletter – Township	Admin	√	
Nomination Papers – Elections	Admin	√	
Notice of Intent and Demolition	Bylaw Enforcement		√
<b>O</b>			
Occupancy Permits – see Building Permits	Building		
Official Community Plan (OCP)	Planning	√	
Operating Budgets – see Budgets	Finance		
Organization Reviews/Audits	Human Resources	√	
<b>P</b>			
Parade and Banner Permits	Engineering	√	
Parking Permits	Engineering	√	
Parking Tickets/Enforcement	Bylaw Enforcement		√
Payroll	Finance		√
Performance Planning and Review	Human Resources		√
Permits – All Types		√	
Pesticide Use Permits	Engineering	√	
Proclamations	Admin	√	
Property Taxes – General Information (Levies and Balances)	Finance	√	
Properties – Municipally Leased	Various		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
Properties – Municipally Owned	Various		√
Proposals	Admin		√
Public Hearings – Minutes/Agendas/Notices	Planning	√	
Purchase Orders	Finance		√
<b>Q</b>			
Quotations	Finance		√
<b>R</b>			
Reclassifications	Human Resources		√
Recreation Programs – General Information	Recreation	√	
Recreation Programs – Applications/Registrations	Recreation		√
Recreation Surveys	Recreation		√
Remuneration – Council	Admin	√	
Remuneration – Staff	Human Resources	√	
Reports – Annual	Admin	√	
Reports – Financial	Finance	√	
Reports and Statistics	Admin	√	
Reports to Council – Open Meetings	Admin	√	
Reports to Council – Closed (In Camera) Meetings	Admin		√
Rezoning – Applications	Planning		√
Rezoning – General Information	Planning	√	
Rezoning – Individual Case Files	Planning	√	
Rezoning – Notifications	Planning	√	
Rights of Way, Easements	Engineering	√	
<b>S</b>			
Salaries – Employees	Human Resources	√	
Secondary Suites – Complaints	Bylaw Enforcement		√
Secondary Suites – List	Bylaw Enforcement		√
Sign Permits	Planning	√	
Signing Authorities – List	Finance	√	
Signs – Inspections	Planning	√	
Special Events/Occasion Permits	Admin	√	
Speeches	Admin	√	
Staff Meetings (by department) – Minutes and Agendas			√



SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
Staff Reports – Open Meeting		√	
Staff Reports – Closed (In Camera) Meetings			√
Street Use Permits	Engineering	√	
Street Vendor Permits	Engineering	√	
Subdivisions – Applications	Planning		√
Subdivisions – Plans	Planning		√
Survey Certificates	Engineering	√	
<b>T</b>			
Tax Exemptions	Finance	√	
Taxation Assessments – General	Finance	√	
Taxes Paid	Finance	√	
Taxi Licenses – see Commercial Vehicle Licenses/Permits			
Telephone Bills	Finance		√
Tenders	Finance	√	
Timesheets (payroll)	Finance		√
Traffic Control – Complaints	Engineering		√
Training and Development – General Information	Human Resources	√	
Training and Development – Individual Employee	Human Resources		√
Travel Advances			√
Travel Allowances and Expenses		√	
Tree Cutting Applications	Planning		√
Tree Cutting Permits	Planning	√	
<b>U</b>			
Unightly Premises – Complaints	Bylaw Enforcement		√
<b>V</b>			
Variance Permits – see Development and Development Variance Permits	Planning		
Vendors/Suppliers – Individual Case Files	Finance		√
<b>W</b>			
Wages – Staff	Human Resources	√	
Woodstove Permits	Fire	√	
WorkSafe BC – Claims	Human Resources		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQUIRED
Workplace Inspection Reports	Human Resources		√
Workplans (by Department)			√
Works and Services Agreement	Engineering	√	
<b>X, Y, Z</b>			
Zoning and Rezoning – General Information & Regulations	Planning	√	
Zoning and Rezoning – Individual Applications and Supporting Documents	Planning		√
Zoning and Rezoning – Individual Case Files	Planning		√
Zoning and Rezoning – Public Hearing Notices/ Agendas/Notes/Reports to council/Letters of Support or Objections	Planning	√	