

LIST OF TYPICAL RECORDS PRODUCED BY A LOCAL GOVERNMENT

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
A			
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		√
Application Forms (completed) - Various			√
Agricultural Land Commission - Individual Case Files	Planning		√
Arbitration Decisions	Human Resources		√
Assessment Roll/Information - The public is to contact BC Assessment directly	Finance		
Audits/Auditor's Reports	Finance		√
Awards - Nomination Forms/Applications	Admin		√
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		√

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Budgets - Operating - Final	Finance	√	
Budgets - Yearly Financial Report	Finance	√	
Building Permits (including Plumbing, Heating & Electrical, Occupancy) - General Information	Building	√	
Building Permits - Applications	Building		√
Building Permits - Inspection Reports/Notices of Rejection	Building		√
Building Plans/Drawings	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		√
C			
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		√	
Commercial Vehicle Licenses/Permits			√
Committee Appointments - Applications	Admin		√
Committees - Internal/Staff - Agendas/Minutes			√
Committees, Commissions, Boards - Agendas/Minutes	Admin	√	
Competitions - Jobs	Human Resources		√
Complaints			√
Contracts/Agreements/Leases	Admin		√

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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	√	
Criminal Record Checks - Staff and Volunteers	Human Resources		√
D			
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	Planning	√	
Development Permits & Development Variance Permits - Applications	Planning		√
Development Permits & Development Variance Permits - Individual Case Files	Planning		√
Dog Licenses			√
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	√	
Elections - List of Registered Electors	Admin		√
Elections - Campaign Financing Disclosure Forms	Admin	√	
Elections - Nomination Papers	Admin	√	
Elections - Results	Admin	√	
Electrical Permits/Certificates - see Building Permits	Building		
Emergency Measures - Business Recovery Plans	Emergency		√
Emergency Measures – City'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 -	Human		√

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Terminated	Resources		
Employees - Individual Case Files - Non-Union Employees	Human Resources		√
Employment Applications/Resumes	Human Resources		√
Engineering Project Files	Engineering		√
Expense Accounts - Council/Staff	Finance	√	
Expense Claims - Council/Staff	Finance	√	
F			
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		√
G			
Garbage Collection/Recycling Calendar	Engineering	√	
Geographic Information System (GIS) - Database and Mapping Information	Engineering	√	
Government Protocols and Cost-Sharing Agreements	Admin		√
Grants from the City - General Information	Admin	√	
Grants from the City - Requests/Applications	Admin		√
Grants to the City - General Information	Admin	√	
Grievances - Individual Case Files	Human Resources		√
H			
Heating Permits - see Building Permits	Building		
Heritage Inventory	Planning	√	
Heritage Revitalization Agreements	Planning	√	
Heritage Sites	Planning		√
Homeowner Grants - Provincial	Finance		√
I			
Illegal Suites - Complaints	Bylaw Enforcement		√

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Illegal Suites - Lists	Bylaw Enforcement		√
Inspection Reports - Building (includes Electrical, Heating and Plumbing)	Building		√
Inspection Reports - Fire	Fire		√
Inspections - Workers Compensation Board	Human Resources		√
Insurance Policies	Finance		√
Insurance - Employee Benefits	Human Resources		√
Inventories - Heritage	Planning	√	
Inventories and Asset Control	Finance		√
Invoices	Finance		√
J			
Job Descriptions	Human Resources	√	
Job Evaluations	Human Resources		√
K			
L			
Labour Negotiations	Human Resources		√
Land Sale/Options/Exchange/Transfer	Admin		√
Leases	Admin		√
Legal Opinions	Legal		√
Legal Opinions - Invoices/Costs	Legal		√
Licenses - General Information	Business Licensing	√	
Licenses - Applications	Business Licensing		√
Licenses - Individual Case Files	Business Licensing		√
Liquor Licenses	Business Licensing	√	
Litigation - Individual Case Files	Legal		√
Litigation - Invoices/Costs	Legal		√
Long Term Disability - Individual Case Files	Human Resources		√
M			
Management Reviews	Human Resources		√
Minutes - Advisory Committees, Boards and Commission of	Admin	√	

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Council			
Minutes - Council, Special Committees, etc., - Open Meetings	Admin	√	
Minutes - Council, Special Committees, etc., - Closed Meetings	Admin		√
Mission Statement	Admin	√	
N	Admin		
News/Media Releases	Admin	√	
Newsletter - City	Admin	√	
Nomination Papers - Elections	Admin	√	
Notice of Intent and Demolition	Bylaw Enforcement		√
O			
Occupancy Permits - see Building Permits	Building		
Official Community Plan (OCP)	Planning	√	
Operating Budgets - see Budgets	Finance		
Organization Reviews/Audits	Human Resources	√	
P			
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	Finance	√	
Proposals	Admin		√
Public Hearings - Minutes/Agendas/Notices	Planning	√	
Purchase Orders	Finance		√
Q			
Quotations	Finance		√
R			
Reclassifications	Human Resources		√
Recreation Programs - General Information	Recreation	√	
Recreation Programs - Applications/Registrations	Recreation		√
Recreation Surveys	Recreation		√

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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	√	
S			
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			√
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	√	
T			
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		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
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	√	
U			
Unsightly Premises - Complaints	Bylaw Enforcement		√
V			
Variance Permits - see Development and Development Variance Permits	Planning		
Vehicle Permits - see Commercial Vehicle Licenses/Permits			
Vendors/Suppliers - Individual Case Files	Finance		√
W			
Wages - Staff	Human Resources	√	
Workers Compensation Board (WCB) - Claims	Human Resources		√
Workplace Inspection Reports	Human Resources		√
Workplans (by Department)			√
Works and Services Agreement	Engineering	√	
X, Y, Z			
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	√	