



LIST OF ROUTINELY AVAILABLE DOCUMENTS

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
A			
Access to Information Requests (FOIPPA)	Corporate Services		√
Accident Reports – Employees	Corporate Services		√
Accident Reports – Other	Corporate Services		√
Accounts Payable – General Information	Financial Services	√	
Accounts Payable – Individual Vendors Case Files	Financial Services		√
Accounts Payable – Invoices	Financial Services		√
Accounts Receivable – General Information	Financial Services	√	
Accounts Receivable – Individual Account Case Files	Financial Services		√
Administration – Organization Charts	Corporate Services	√	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Corporate Services	√	
Advertising – Other	Corporate Services	√	
Agendas – Advisory Committees, Boards and Commissions of Council	Corporate Services	√	
Agendas – Council, Special Committees, etc. – Open Meetings	Corporate Services	√	
Agendas – Council, Special Committees, etc. – Closed Meetings	Corporate Services		√
Agreements	Corporate Services		√
Application Forms (completed) – Various	All Departments		√
Agricultural Land Commission – Individual Case Files	Planning & Community Services		√
Arbitration Decisions	Corporate Services		√
Assessment Roll/Information – The public is to contact BC Assessment directly	Financial Services		
Audits/Auditor’s Reports	Financial Services		√

B			
Benefits – Employee	Corporate Services		√
Board of Variance – Applications and supporting documents	Planning & Community Services		√
Board of Variance – Minutes and Agendas	Corporate Services	√	
Bonds and Letters of Credit	Financial Services		√
Budgets – General Information	Financial Services	√	
Budgets – Annual	Financial Services	√	
Budgets – Capital	Financial Services	√	
Budgets – Draft	Financial Services		√
Budgets – Operating – Final	Financial Services	√	
Budgets – Yearly Financial Report	Financial Services	√	
Building Permits (including Plumbing, Heating & Electrical, Occupancy) – General Information	Planning & Community Services	√	
Building Permits – Applications	Planning & Community Services		√
Building Permits – Inspection Reports/Notices of Rejection	Planning & Community Services		√
Building Plans/Drawings	Planning & Community Services	√*Owner consent required	
Building Regulations and General Information	Planning & Community Services	√	
Buildings – Individual Case Files	Planning & Community Services		√
Buildings – Municipally Owned – Individual Case Files	Planning & Community Services		√
Burning Permits	Emergency Services	√	
Business Licenses – General Information	Planning & Community Services	√	
Business Licenses – Applications	Planning & Community Services		√
Business Licenses – Individual Case Files	Planning & Community Services		√
Bylaws	Corporate Services	√	
Bylaws – Draft	Corporate Services		√
Bylaw – Enforcement/Complaints	Planning & Community Services		√
C			
Cheques/Cheque Requisitions	Financial Services		√
Circulars, Directives, Orders	Corporate Services	√	
Claims – General Information	Financial Services	√	
Claims – Individual Case Files	Financial Services		√
Classifications – Jobs	Corporate Services		√
Collective Agreements – Draft	Corporate Services		√
Collective Agreements – Final	Corporate Services	√	
Committee Appointments – Applications	Corporate Services		√
Committees – Internal/Staff – Agendas/Minutes	Corporate Services		√

Committees, Commissions, Boards – Agendas/ Minutes	Corporate Services	√	
Competitions – Jobs	Corporate Services		√
Complaints	Corporate Services		√
Contracts/Agreements/Leases	Corporate Services		√
Council – Financial Disclosure Forms	Corporate Services	√	
Council – Indemnities/Remuneration	Corporate Services	√	
Council – Personal Information (i.e., home address)	Corporate Services		√
Council Meetings – Minutes/Agendas/Reports – Closed (In Camera) Meetings	Corporate Services		√
Council Meetings – Minutes/Agendas/Reports – Open Meetings	Corporate Services	√	
Council Resolutions – Closed (In Camera) Meetings	Corporate Services		√
Council Resolutions – Open Meetings	Corporate Services	√	
Court of Revision – Elections – Agendas/Minutes	Financial Services	√	
Court of Revision – Frontage Tax – Agendas/ Minutes	Financial Services	√	
Criminal Record Checks – Staff and Volunteers	Emergency Services		√
D			
Debt and Debenture	Financial Services		√
Demographic Data	Planning & Community Services	√	
Design Guidelines	Planning & Community Services	√	
Development – Individual Area Plans	Planning & Community Services	√	
Development Cost Charges	Planning & Community Services	√	
Development Guidelines	Planning & Community Services	√	
Development Permits & Development Variance Permits	Planning & Community Services	√	
Development Permits & Development Variance Permits – Applications	Planning & Community Services		√
Development Permits & Development Variance Permits – Individual Case Files	Planning & Community Services		√
Dog Licenses	Financial Services		√
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants – The public is to contact LTSA directly for plans	Infrastructure Services	√	
Elections – List of Registered Electors	Corporate Services		√
Elections – Campaign Financing Disclosure Forms	Corporate Services	√	
Elections – Nomination Papers	Corporate Services	√	
Elections – Results	Corporate Services	√	

Electrical Permits/Certificates – see Building Permits	Planning & Community Services		
Emergency Measures – Business Recovery Plans	Emergency Services		√
Emergency Measures – City’s Emergency Plan	Emergency Services		√
Employee Benefits	Corporate Services		√
Employee Classification	Corporate Services	√	
Employees – Individual Case Files – Union Employees – Current	Corporate Services		√
Employees – Individual Case Files – Union Employees – Terminated	Corporate Services		√
Employees – Individual Case Files – Non-Union Employees	Corporate Services		√
Employment Applications/Resumes	Corporate Services		√
Engineering Project Files	Infrastructure Services		√
Expense Accounts – Council/Staff	Financial Services	√	
Expense Claims – Council/Staff	Financial Services	√	
F			
Facilities – Municipally – Owned	Planning & Community Services		√
Filming Permits	Infrastructure Services	√	
Financial Audits	Financial Services		√
Financial Disclosure Forms – Council	Corporate Services	√	
Financial Disclosure Forms – Employees	Corporate Services		√
Financial Statements	Financial Services	√	
Fire Incident Reports	Emergency Services		√
Fire Cause Determination Reports	Emergency Services		√
Fire Inspection Reports	Emergency Services		√
First Aid/WCB Reports	Corporate Services		√
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	Corporate Services		√
G			
Garbage Collection/Recycling Calendar	Infrastructure Services	√	
Geographic Information System (GIS) – Database and Mapping Information	Infrastructure Services	√	
Government Protocols and Cost-Sharing Agreements	Corporate Services		√
Grants from the City – General Information	Financial Services	√	
Grants from the City – Requests/Applications	Financial Services		√
Grants to the City – General Information	Financial Services	√	
Grievances – Individual Case Files	Corporate Services		√

H			
Heating Permits – see Building Permits	Planning & Community Services		
Heritage Inventory	Planning & Community Services	√	
Heritage Revitalization Agreements	Planning & Community Services	√	
Heritage Sites	Planning & Community Services		√
Homeowner Grants – Provincial	Financial Services		√
I			
Illegal Suites – Complaints	Planning & Community Services		√
Illegal Suites – Lists	Planning & Community Services		√
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Planning & Community Services		√
Inspection Reports – Fire	Emergency Services		√
Inspections – Workers Compensation Board	Corporate Services		√
Insurance Policies	Financial Services		√
Insurance – Employee Benefits	Financial Services		√
Inventories – Heritage	Planning & Community Services	√	
Inventories and Asset Control	Financial Services		√
Invoices	Financial Services		√
J			
Job Descriptions	Corporate Services	√	
Job Evaluations	Corporate Services		√
K			
L			
Labour Negotiations	Corporate Services		√
Land Sale/Options/Exchange/Transfer	Planning & Community Services		√
Leases	Corporate Services		√
Legal Opinions	All Departments		√
Legal Opinions – Invoices/Costs	Financial Services		√
Licenses, Business – General Information	Planning & Community Services	√	
Licenses, Business – Applications	Planning & Community Services		√
Licenses, Business – Individual Case Files	Planning & Community Services		√
Liquor Licenses	Corporate Services	√	
Litigation – Individual Case Files	Corporate Services		√
Litigation – Invoices/Costs	Financial Services		√
Long Term Disability – Individual Case Files	Corporate Services		√

M			
Management Reviews	Corporate Services		√
Minutes – Advisory Committees, Boards and Commission of Council	Corporate Services	√	
Minutes – Council, Special Committees, etc., – Open Meetings	Corporate Services	√	
Minutes – Council, Special Committees, etc., – Closed Meetings	Corporate Services		√
Mission Statement	Corporate Services	√	
N			
News/Media Releases	Corporate Services	√	
Newsletter – City	Corporate Services	√	
Nomination Papers – Elections	Corporate Services	√	
Notice of Intent and Demolition	Planning & Corporate Services		√
O			
Occupancy Permits – see Building Permits (redact personal information)	Planning & Community Services	√	
Official Community Plan (OCP)	Planning & Community Services	√	
Operating Budgets – see Budgets	Financial Services		
Organization Reviews/Audits	Corporate Services	√	
P			
Parking Tickets/Enforcement	Planning & Community Services		√
Payroll	Financial Services		√
Performance Planning and Review	Corporate Services		√
Permits – All Types	All Departments	√	
Pesticide Use Permits	Infrastructure Services	√	
Proclamations	Corporate Services	√	
Property Taxes	Financial Services	√	
Proposals	All Departments		√
Public Hearings – Minutes/Agendas/Notices	Corporate Services	√	
Purchase Orders	Financial Services		√
Q			
Quotations	All Departments		√
R			
Reclassifications	Corporate Services		√
Remuneration – Council	Corporate Services	√	
Remuneration – Staff	Corporate Services	√	
Reports – Annual	Financial Services	√	

Reports – Financial	Financial Services	√	
Reports and Statistics	Corporate Services	√	
Reports to Council – Open Meetings	Corporate Services	√	
Reports to Council – Closed (In Camera) Meetings	Corporate Services		√
Rezoning – Applications	Planning & Community Services		√
Rezoning – General Information	Planning & Community Services	√	
Rezoning – Individual Case Files	Planning & Community Services	√	
Rezoning – Notifications	Planning & Community Services	√	
Rights of Way, Easements - The public is to contact LTSA directly for plans	Infrastructure Services	√	
S			
Salaries – Employees	Corporate Services	√	
Seawalls	Planning & Community Services		√
Secondary Suites – Complaints	Planning & Community Services		√
Secondary Suites – List	Planning & Community Services		√
Sign Permits	Infrastructure Services	√	
Signing Authorities – List	Financial Services	√	
Signs – Inspections	Infrastructure Services	√	
Special Events/Occasion Permits	Infrastructure Services	√	
Speeches	Corporate Services	√	
Staff Meetings (by department) – Minutes and Agendas	All Departments		√
Staff Reports – Open Meeting	Corporate Services	√	
Staff Reports – Closed (In Camera) Meetings	Corporate Services		√
Street Use Permits	Infrastructure Services	√	
Street Vendor Permits	Infrastructure Services	√	
Subdivisions – Applications	Planning & Community Services		√
Subdivisions – Plans	Planning & Community Services		√
Survey Certificates	Planning & Community Services	√	
T			
Tax Exemptions	Financial Services	√	
Taxation Assessments – General	Financial Services	√	
Taxes Paid	Financial Services	√	
Telephone Bills	Financial Services		√
Tenders	All Departments	√	
Timesheets (payroll)	Financial Services		√
Traffic Control – Complaints	Infrastructure Services		√
Training and Development – General Information	Corporate Services	√	
Training and Development – Individual Employee	Corporate Services		√
Travel Advances	Financial Services		√

Travel Allowances and Expenses	Financial Services	√	
Tree Cutting Applications	Planning & Community Services		√
Tree Cutting Permits	Planning & Community Services	√	
U			
Unightly Premises – Complaints	Planning & Community Services		√
V			
Variance Permits – see Development and Development Variance Permits	Planning & Community Services		
Vendors/Suppliers – Individual Case Files	Financial Services		√
W			
Wages – Staff	Corporate Services	√	
Workers Compensation Board (WCB) – Claims	Corporate Services		√
Workplace Inspection Reports	Corporate Services		√
Workplans (by Department)	Corporate Services		√
Works and Services Agreement	Infrastructure Services	√	
X, Y, Z			
Zoning and Rezoning – General Information & Regulations	Planning & Community Services	√	
Zoning and Rezoning – Individual Applications and Supporting Documents	Planning & Community Services		√
Zoning and Rezoning – Individual Case Files	Planning & Community Services		√
Zoning and Rezoning – Public Hearing Notices/Agendas/Notes/Reports to council/Letters of Support or Objections	Planning & Community Services	√	