

The following list identifies some of the most common record types that are routinely available to the public and those records that require 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 Services Department for assistance.

Subject Heading	Department of Record	Routine	FOI Request Required
A			
Access to Information Requests (FOIPPA)	Corporate		X
Accident Reports – Employees	Human Resources		X
Accident Reports – Other	Corporate		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 Accounts Case File	Finance		X
Acts & Legislation - may refer public to Library	Corporate	X	
Administration – Organization Charts	Corporate	X	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Planning	X	
Advertising – Other	ALL	X	
Agendas – Advisory Committees, Boards and Commissions of Council	Corporate	X	
Agendas – Council, Special Committees, etc. – Open meetings	Corporate	X	
Agendas – Council, Special Committees, etc. – Closed Meetings	Corporate		X
Agreements	Corporate		X
Application Forms (completed) – Various	ALL		X
Agricultural Land Commission - Individual Case Files	Planning		X
Arbitration Decisions	Human Resources		X
Assessment Roll/Information (No Names by address only) contact BC Assessment			
Audits/Auditor's Reports	Finance		X
Awards - Nomination Forms/Applications	Corporate		X
B			
Benefits – Employee	Finance		X
Board of Variance – Applications and supporting documents	Planning		X
Board of Variance – Minutes and Agendas	Planning	X	

Subject Heading	Department of Record	Routine	FOI Request Required
Bonds and Letters of Credit	Finance		X
Budgets – General Information	Finance	X	
Budgets – Annual	Finance	X	
Budgets – Capital	Finance	X	
Budgets – Draft	Finance		X
Budgets – Operating – Final	Finance	X	
Budgets – Operating – Provisional	Finance	X	
Budgets – Yearly Financial Report	Finance	X	
Building Permits (including plumbing, heating & electrical, Occupancy)	Planning	X	
Building Permits – Applications	Planning		X
Building Permits – Inspection Reports/Notices of Rejection	Planning		X
Building Plans/ Drawings	Planning		X
Building Regulations and General Information	Planning	X	
Buildings – Individual Case Files	Planning		X
Buildings – Municipally-owned – Individual Case Files	Planning		X
Burial Permits	Finance	X	
Burning Permits	Fire Department	X	
Business Licences	Planning	X	
Business Licences – Applications	Planning		X
Business Licences – Individual Case Files	Planning		X
Bylaws	Corporate	X	
Bylaws – Draft	Corporate		X
Bylaws – Enforcement/ Complaints	Corporate		X
C			
Cemeteries – Burial Permits	Finance	X	
Chauffeurs Permits – see Commercial Vehicle Licences/Permits	N/A	X	
Cheques/Cheque Requisitions	Finance		X
Circulars, Directives, Orders	Corporate	X	
Claims – General Information	Corporate	X	
Claims – Individual Case Files	Corporate		X
Classifications – Jobs	Human Resources		X
Collective Agreements – Draft	Human Resources		X
Collective Agreements – Final	Human Resources	X	
Commercial Vehicle Licences/ Permits	Planning		X
Committee Appointments – Applications	Corporate		X
Committees – Internal/ Staff – Agendas/Minutes	Corporate		X
Committees, Commissions, Boards – Agendas/Minutes	Corporate	X	
Competitions – Jobs	Human Resources		X
Complaints	ALL		X

Subject Heading	Department of Record	Routine Release	FOI Request Required
Contracts/Agreements/Leases	Corporate		X
Council – Financial Disclosure Forms	Corporate	X	
Council – Indemnities/Renumeration	Corporate	X	
Council – Personal Information *i.e. home address	Corporate		X
Council Meetings – Minutes/ Agendas/Reports – Closed (In Camera) Meetings	Corporate		X
Council Meetings – Minutes/Agendas/Reports – Open Meetings	Corporate	X	
Council Meetings - Minutes/Agendas/Reports – Video and Audio Tapes – Closed Meetings	Corporate		X
Council Meeting – Minutes/Agendas/Reports – Video and Audio Tapes – Open Meetings	Corporate	X	
Council Resolutions – Closed Meetings	Corporate		X
Council Resolutions – Open Meetings	Corporate	X	
Court of Revision – Elections – Agendas/Minutes	Corporate	X	
Court of Revision - Frontage Tax – Agendas/Minutes	Corporate	X	
Criminal Record Checks – Staff and Volunteers	Human Resources		X
D			
Debt and Debentures	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 Permit Applications	Planning		X
Development Permits & Development Variance Permit – Individual Case Files	Planning		X
Dog Licences	Corporate		X
E			
Easements/ Right of Ways/ Encroachments/ Restrictive Covenants	Planning/Corporate	X	
Elections- List of Registered Electors	Corporate		X
Elections – Campaign Financing Disclosure Forms	Corporate	X	
Elections – Nomination Papers	Corporate	X	

Subject Heading	Department of Record	Routine Release	FOI Request Required
Elections – Results	Corporate	X	
Electrical Permits/ Certificates – See Building Permits	Planning		
Emergency Measures – Business Recovery Plans	Corporate		X
Emergency Measures – Town’s Emergency Plan	Corporate		X
Employee Benefits	Human Resources		X
Employee Classification	Human Resources	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	Operations		X
Expense Accounts – Council/Staff	Finance	X	
Expense Claims – Council/Staff	Finance	X	
F			
Facilities – Municipality Owned	Planning		X
Filming Permits	Planning	X	
Financial Audits	Finance		X
Financial Disclosure Forms – Council	Corporate	X	
Financial Disclosure Forms – Staff	Corporate		X
Financial Statements	Finance	X	
Fire Incident Reports	Fire Department		X
Fire Cause Determination Reports	Fire Department		X
Fire Inspection Reports	Fire Department		X
First Aid/WCB Reports	Finance		X
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	Corporate		X
G			
Garbage Collection/Recycling Calendar	Operations	X	
Geographic Information System *GIS – Database and Mapping Information	Planning	X	
Government Protocols and Cost-sharing Agreements	Corporate		X
Grants from the Town – General Information	Finance	X	
Grants from the Town – Requests/Applications	Finance		X
Grants to the Town – General Information	Finance	X	

Subject Heading	Department of Record	Routine Release	FOI Request Required
Grievances – Individual Case Files	Human Resources		X
H			
Heating Permits – See Building Permits			
Heritage Inventory	Planning	X	
Heritage revitalization Agreements	N/A	X	
Heritage Sites	Planning		X
Homeowner Grants – Provincial	Finance		X
I			
Illegal Suites – Complaints	Planning		X
Illegal Suites – List	Planning		X
Inspection Reports – Building *including Electrical, Heating and Plumbing	Planning		X
Inspection Reports – Fire	Fire Department		X
Inspections – Workers Compensation Board	Corporate		X
Insurance Policies	Corporate/Finance		X
Insurance – Employee Benefits	Human Resources		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	Finance		X
Leases	Corporate		X
Legal Opinions	Corporate		X
Legal Opinions – Invoices/Costs	Finance		X
Liquor Licenses	Planning	X	
Liquor Licenses – Applications	Planning		X
Liquor Licenses – Individual Case Files	Planning		X
Litigation – Individual Case Files	Corporate		X
Litigation – Invoices/Costs	Finance		X
Long-Term Disability -Individual Case Files	Human Resources		X
M			
Management Reviews	Human Resources		X
Minutes – Advisory Committees, Boards and Commissions of Council	Corporate	X	
Minutes – Council, Special Committees, etc – Open Meetings	Corporate	X	
Minutes – Council, Special Committees, etc – Closed Meetings	Corporate		X
Mission Statement	Corporate	X	
N			
News/Media Releases	Corporate	X	

Subject Heading	Department of Record	Routine Release	FOI Request Required
Newsletter – Town	Corporate	X	
Nomination Papers – Elections	Corporate	X	
Notice of Intent and Demolition	Planning		X
O			
Occupancy Permits – See Building Permits			
Official Community Plan *OCP	Planning	X	
Operating Budgets – See Budgets			
Organization Charts	Human Resources	X	
Organization Reviews/Audits	Human Resources	X	
P			
Parade and Banner Permits	Community	X	
Parking Permits	Corporate	X	
Parking Tickets/Enforcement	Corporate		X
Payroll	Finance		X
Performance Planning and Review	Human Resources		X
Permits – All Types	ALL	X	
Pesticide Use Permits	Operations	X	
Plumbing Permits – See Building Permits			
Police Board – Minutes/Agendas – Open Meetings	N/A	X	
Police Board – Minutes/Agendas – Closed Meetings	N/A		X
Proclamations	Corporate	X	
Property Taxes	Finance	X	
Proposals	ALL		X
Provisional Budget – See Budget			
Public Hearings – Minutes/Agendas/Notices	Corporate	X	
Purchase Orders	Finance		X
Q			
Quotations	Finance		X
R			
Reclassifications	Finance		X
Recreation Programs – General Information	Community	X	
Recreation Programs – Applications/Registration	Community		X
Recreation Surveys	Community		X
Remuneration – Council	Human Resources	X	
Remuneration - Staff	Human Resources	X	
Reports – Annual	Finance	X	
Reports – Financial	Finance	X	
Reports and Statistics	ALL	X	
Reports to Council – Open Meeting	Corporate	X	
Reports to Council – Closed Meeting	Corporate		X

Subject Heading	Department of Record	Routine Release	FOI Request Required
Rezoning – Applications	Planning		X
Rezoning – General Information	Planning	X	
Rezoning – Individual Case Files	Planning		X
Rezoning – Notifications	Planning	X	
Right of Ways/ Easements	Planning/Corporate	X	
S			
Salaries – Employees	Human Resources	X	
Secondary Suites – Complaints	Planning		X
Secondary Suites – Lists	Planning		X
Sign Permits	Planning	X	
Signing Authorities – List	Finance	X	
Signs – Inspections	Operations	X	
Solicitation Permits	Planning	X	
Special Events Permits	Community	X	
Speeches	Corporate	X	
Staff Meetings *By Department – Minutes and Agendas	ALL		X
Staff Reports – Open Meetings	Corporate	X	
Staff Reports – Closed Meetings	Corporate		X
Street Use Permits	Planning	X	
Street Vendor Permits	Planning	X	
Subdivisions – Applications	Planning		X
Subdivisions – Plans	Planning		X
Survey Certificates	Planning	X	
T			
Tax Exemptions	Finance	X	
Taxation Assessments	Finance	X	
Taxes Paid	Finance	X	
Taxi Licences – See Commercial Vehicle Licences/ Permits	Planning	X	
Telephone bills	Finance		X
Tenders	Finance	X	
Timesheets *Payroll	Finance		X
Traffic Control - Complaints			X
Training and Development – General Information	Human Resources	X	
Training and Development – Individual Employee	Human Resources		X
Travel Advances	Finance		X
Travel Allowances and Expenses	Finance	X	
Tree Cutting Applications	Operations		X
Tree Cutting Permits	Operations	X	
U			
Unightly Premises	Bylaw		X
V			
Variance Permits – See Dev. Permits			

Subject Heading	Department of Record	Routine Release	FOI Request Required
Vehicle Permits- See Commercial Vehicle Permits			
Vendors/Suppliers – Individual Case Files	Finance		X
W			
Wages – Staff	Finance	X	
Workers Compensation Board Claims	Human Resources		X
Workplace Inspection Reports	Human Resources		X
Workplans * by Department	ALL		X
Works and Services Agreements	Corporate	X	
X, Y, Z			
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/Reports to Council/ Letters of Support or Objections	Corporate	X	
Zoning and Rezoning – General Information and Regulations	Planning	X	