

Freedom of Information and Protection of Privacy

The following list identifies some of the most common record types that are routinely available to the public and includes categories of both routinely available records as well as those requiring a request under the Freedom of Information and Protection of Privacy Act. The list should be used to help determine whether or not a particular record can be released routinely or whether a more formal review is required. It is by no means an exhaustive listing and is meant only as a guide.

Subject Heading	Department of Record	Routine	FOI Request Required
A			
Access to Information Requests (FOIPPA)	Admin		X
Accident Reports – Employees	Human Resources		X
Accident Reports – Other	Human Resources		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 Account Case Files	Finance		X
Administration – Organization Charts	Admin	X	
Advertising – Statutory Notices for Public Hearings, DVP, etc.	Planning	X	
Advertising – Other	Individual Department	X	
Agendas – Advisory Committees, Boards and Commissions of Council	Admin	X	
Agendas – Council, Special Committees, etc. - Open Meetings	Admin	X	
Agendas – Council, Special Committees, etc. – Closed Meetings	Admin		X
Agreements	Admin		X
Application Forms (completed) – Various	Individual Department		X
Agricultural Land Commission – Individual Case Files	Planning		X
Arbitration Decisions	Human Resources		X
Assessment Roll/Information – The public is to contact BC Assessment directly *Note: Public may view assessments at counter only	Finance		
Audits/Auditor's Reports	Finance		X
Awards – Nomination Forms/Applications	Admin		X
B			
Banners	Operations	X	
Bear Aware Program – General Information	Admin	X	
Benefits – Employee	Human Resources		X
Board of Variance – Applications and supporting documents	Community Services		X
Board of Variance – Minutes and Agendas	Building	X	
Boil Water Advisory – General Information	Operations	X	
Bonds and Letters of Credit	Finance		X
Budgets – General Information	Finance	X	

Subject Heading	Department of Record	Routine	FOI Request Required
Budgets – Annual	Finance	X	
Budgets – Capital	Finance	X	
Budgets – Draft	Finance		X
Budgets – Operating – Final	Finance	X	
Budgets – Yearly Financial Report	Finance	X	
Building Permits (including Plumbing, Electrical and Occupancy – General Information)	Building	X	
Building Permit Applications	Building		X
Building Permits – Inspection Reports/Notices of Rejection	Building		X
Building Plans/Drawings * Copyrighted*	Building		X
Building Regulations and General Information	Building	X	
Building – Individual Case Files	Building		X
Buildings – Municipally Owned – Individual Case Files			X
Burial Permits	Engineering	X	
Burning Permits	Fire	X	
Business Licenses – General Information	Building	X	
Business License – Applications	Building		X
Business Licenses – Individual Case Files	Building		X
Bylaws	Admin	X	
Bylaws – Draft	Admin		X
Bylaws – Enforcement/Complaints	Admin		X
C			
Cemetery Records	Engineering		X
Cheques/Cheque Requisitions	Finance		X
Circulars, Directives, Orders	Admin	X	
Claims – General Information	Admin	X	
Claims – Individual Case Files	Admin/Finance		X
Classifications – Jobs	Human Resources		X
Collective Agreements – Draft	Human Resources		X
Collective Agreements – Final	Human Resources	X	
Commercial Vehicle Licenses/Permits	Finance		X
Committee Appointments – Applications	Admin		X
Committees – Internal/Staff – Agenda/Minutes	Individual Department		X
Committees, Commissions, Boards – Agenda/Minutes	Admin	X	
Competitions – Jobs	Human Resources		X
Complaints	Admin		X
Contracts/Agreements/Leases	Admin		X
Council – Financial Disclosure forms	Admin		X
Council – Indemnities/Remuneration	Admin	X	
Council – Personal Information (ie. home address)	Admin		X
Council Meetings – Minutes/Agendas/Reports – Closed (In Camera) Meetings	Admin		X
Council Meetings – Minutes/Agendas/Reports – Open Meetings	Admin	X	
Council Resolutions – Closed (In Camera)	Admin		X

Subject Heading	Department of Record	Routine	FOI Request Required
Meetings			
Council Resolutions – Open Meetings	Admin	X	
Court of Revision – Elections – Agendas/Minutes	Admin	X	
Court of Revision – Frontage Tax – Agendas/Minutes	Admin	X	
Criminal Record Checks – Staff and Volunteers	Human Resources		X
D			
Debt and Debenture	Finance		X
Demographic Data	Planning	X	
Design Guidelines	Planning	X	
Development – Individual Area Plans	Planning	X	
Development Cost Charges	Planning/Building	X	
Development Guidelines	Planning	X	
Development Permits & Development Variance Permits – General Information	Planning	X	
Development Permits & Development Variance Permits – Applications	Planning		X
Development Permits & Development Variance Permits –Individual Case Files	Planning		X
Dog Licenses	Finance		X
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	X	
Economic Development – General Information	Economic Development	X	
Economic Development Newsletter	Economic Development	X	
Elections – List of Registered Electors	Admin		X
Elections – Campaign Financing Disclosure Forms	Admin	X	
Elections – Nomination Papers	Admin	X	
Election – Results	Admin	X	
Emergency Measures – Business Recovery Plans	Emergency Services		X
Emergency Measures – Municipality’s Emergency Plan	Emergency Services		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	Engineering		X
Expense Accounts – Council/Staff	Finance	X	
Expense Claims – Council/Staff	Finance	X	

Subject Heading	Department of Record	Routine	FOI Request Required
F			
Facilities – Municipally Owned			X
Filming Permits	Admin	X	
Financial Audits	Finance		X
Financial Disclosure Forms – Council	Admin	X	
Financial Disclosure Forms – Employees	Admin		X
Financial Statements	Finance	X	
Fire Incident Reports	Fire		X
Fire Cause Determination Reports	Fire		X
Fire Inspection Reports	Fire		X
First Aid/WCB Reports	Human Resources		X
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal information	Admin		X
G			
Garbage Collection/Recycling Calendar	Finance	X	
Geographic Information System (GIS) – Database and Mapping Information	Engineering	X	
Government Protocols and Cost-Sharing Agreements	Admin		X
Grants from the Municipality – General Information	Finance	X	
Grants from the Municipality – Request/Applications	Finance		X
Grants to the Municipality – General Information	Finance	X	
Grievances – Individual Case Files	Human Resources		X
H			
Heritage Inventory	Planning	X	
Heritage Revitalization Agreements	Planning	X	
Heritage Sites	Planning		X
Home Owner Grants – Provincial	Finance		X
I			
Illegal Suites – Complaints	Bylaw Enforcement/ Building		X
Illegal Suites – Lists	Bylaw Enforcement/ Building		X
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Building		X
Inspection Reports – Fire	Fire		X
Inspections – Workers Compensation Board	Human Resources		X
Insurance Policies	Finance		X
Insurance – Employee Benefits	Human Resources		X
Inventories – Heritage	Planning	X	
Inventories and Asset Control	Finance		X
Invoices	Finance		X

Subject Heading	Department of Record	Routine	FOI Request Required
J			
Job Descriptions	Human Resources	X	
Job Evaluations	Human Resources		X
K			
L			
Labour Negotiations	Human resources		X
Landfill Operations – General Information	Engineering	X	
Land Sale/Options/Exchange/Transfer	Real Estate Services		X
Leases	Real Estate Services		X
Legal opinions	Admin		X
Legal Opinions – Invoices/Costs	Admin		X
Licenses – General Information	Licensing	X	
Licenses – Applications	Licensing		X
Licenses – Individual Case Files	Licensing		X
Liquor Licenses	Community Services	X	
Litigation – Individual Case Files	Admin		X
Litigation – Invoices/Costs	Admin		X
Long Term Disability – Individual Case Files	Human Resources		X
M			
Management Reviews	Human Resources		X
Maps	Engineering	X	
Minutes – Advisory Committees, Boards and Commission of Council	Admin	X	
Minutes – Council, Special Committees, etc. – Open Meetings	Admin	X	
Minutes – Council, Special Committees, etc. – Closed Meetings	Admin		X
Mission Statement	Admin	X	
N			
News/Media Releases	Admin	X	
Newsletter – Municipal	Admin	X	
Nomination Papers – Elections	Admin	X	
Notice on Title (ie Building Contravention)	Building	X	
O			
Occupancy Permits – See Building Permits	Building		
Official Community Plan	Planning	X	
Operating Budgets – See budgets	Finance		
Organization Review/Audits	Human Resources	X	
P			
Parade Permits	Engineering	X	
Parking Permits	Engineering	X	
Parking Tickets/Enforcement	Bylaw Enforcement		X
Payroll	Finance		X

Subject Heading	Department of Record	Routine	FOI Request Required
Performance Planning and Review	Human Resources		X
Pesticide Use Permits	Environment	X	
Petitions (to Council)	Admin	X	
Policies and Procedures	Admin	X	
Proclamations	Admin	X	
Property Taxes	Finance	X	
Proposals	Admin		X
Public Hearings – Minutes/Agendas/Notices	Planning	X	
Purchase Orders	Finance		X
Q			
Quotations	Finance		X
R			
Reclassifications	Human Resources		X
Recreation Programs - General Information	Recreation Services	X	
Recreation Programs – Applications/Registrations	Recreation Services		X
Recreation Surveys	Recreation Services		X
Remuneration – Council	Admin	X	
Remuneration – Employees (CUPE, IAFF) See Collective Agreement	Human Resources	X	
Remuneration – Exempt Staff	Human Resources		X
Reports – Annual	Individual Departments	X	
Reports – Financial	Finance	X	
Reports, Videos, CD's – Specific Projects	Engineering		X
Reports and Statistics	Individual Departments	X	
Reports to Council	Admin	X	
Reports to Council – Closed (In Camera) Meetings	Admin		X
Restrictive Covenants – See Land Titles Office for registered documents			
Rezoning Applications	Planning		X
Rezoning – General Information	Planning	X	
Rezoning – Individual Case Files	Planning	X	
Rezoning – Notifications	Planning	X	
Rights of Way, Easements	Engineering	X	
S			
Salaries – Employees (CUPE, IAFF) See Collective Agreement	Human Resources	X	
Salaries – Exempt Staff	Human Resources		X
Secondary Suites – Complaints	Bylaw Enforcement		X
Secondary Suites – List	Bylaw Enforcement		X
Sewage Dumping (Outside Agencies)	Operations	X	
Sign Permits	Building	X	
Signing Authorities – List	Finance	X	
Signs – Inspections	Building	X	
Special Events/Occasion Permits	Admin & Engineering	X	
Speeches	Admin	X	
Staff Meetings (by department) – Minutes and Agendas	Individual Departments		X

Subject Heading	Department of Record	Routine	FOI Request Required
Staff Reports – Open Meeting	Individual Departments	X	
Staff Reports – Closed (In Camera) Meetings	Individual Departments		X
Strata Titles – General Information	Planning	X	
Strata titles – Individual Case Files	Planning		X
Street Use Permits	Engineering	X	
Street Vendor Permits	Licensing	X	
Subdivisions – Applications	Planning		X
Subdivisions Plans – Individual Case Files	Planning		X
Subdivision Plans (registered in Land Titles)	Engineering	X	
Survey Certificates (Buildings) *Copyrighted*	Building		X
Surveys – of the Public	Admin	X	
T			
Taping of Meetings (Open)	IT	X	
Taping of Meetings (Closed)	IT		X
Tax Exemptions	Finance	X	
Taxation Assessments – General	Finance	X	
Taxes Paid	Finance	X	
Taxi Licenses – see Commercial Vehicle Licenses/Permits			
Telephone Bills	Finance		X
Temporary Use Permits – General Information	Planning	X	
Temporary Use Permits – Individual Case Files	Planning		X
Tenders	Finance	X	
Timesheets (payroll)	Finance		X
Traffic Control – Complaints	Engineering		X
Training and Development – General Information	Human Resources	X	
Training and Development – Individual Employees	Human Resources		X
Trails – General Information	Planning	X	
Transit – General Information	Finance	X	
Travel Advances	Finance		X
Travel Allowance and Expenses	Finance		X
Tree Cutting Applications	Environment		X
Tree Cutting Permits	Environment	X	
Tree Removal (Community Parks)	Operations	X	
Tree Removal (Dangerous)	Operations	X	
U			
Unightly Premises – Complaints	Bylaw Enforcement		X
Utilities (Water, Sewer, Garbage) – Paid	Finance	X	
V			
Variance Permits – see Development and Development Variance Permits	Planning		
Vehicle Permits – see Commercial Vehicle Licenses/Permits	Finance		
Vendors/Suppliers – Individual Case Files	Finance		X

Subject Heading	Department of Record	Routine	FOI Request Required
W			
Waste Water Treatment Plant Odor Complaints	Operations		X
Water Quality Reporting	Operations	X	
Workers Compensation Board (WCB) – Claims	Human Resources		X
Workplace Inspections	Human Resources		X
Workplans (by department)			X
Works and Services Agreement	Engineering	X	
X, Y, Z			
Zoning and Rezoning – General Information & Regulations	Planning	X	
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/Notes/Reports to Council/ Letters of Support or Objections	Planning	X	
SEE ADDENDUM 1 ATTACHED - for listing of additional available documents/reports			

Addendum 1 - Routinely Releasable Documents

- 2031 Multi-Model Transportation Plan
- Accessibility Advisory Committee - Terms of Reference
- Advisory Design Panel - Terms of Reference
- Advisory Design Panel Application Form
- Affordable Housing – Terms of Reference
- Affordable Housing Strategy
- Air Quality Management Plan
- Board of Variance – Terms of Reference
- Business Park Sub Area Plan
- Cheekye Fan Hazard Mitigation & Land Use
- Climate Action Charter
- Climate Action Revenue Incentive Program (CARIP)
- Commercial Transportation Route
- Communications Strategy
- Community Energy Action Plan
- Community Wildlife Protection Plan
- Contaminated Site Profile
- Core Service Reviews
- Corridor Trail – Terms of Reference
- Create the Oceanfront
- Downtown Neighborhood Plan
- Downtown Neighborhood Plan – Terms of Reference
- Downtown Squamish Concept Plan
- Growth Management Strategy
- Intergovernmental Cooperation Accord
- Mountain Bike Management Plan
- Outline For Economic Development Activities 2011 – 2015
- Parks and Recreation Master Plan
- Regional Growth Strategy (Regional Context Statement)
- Retail Strategy Plan
- Second Home Ownership Research project
- Seniors Committee – Terms of Reference
- Smart Growth on the Ground Concept Plan
- Service Squamish Initiatives (SSI)
- Smoke Bluffs Park Development Plan
- Squamish 2000 Plan
- Squamish Business Counts Results
- Squamish Estuary Management Plan (SEMP)
- Squamish Oceanfront Peninsula Sub Area Plan
- Squamish Rivers and Estuary Teachers Guide
- Squamish Service Initiative
- Squamish Transit Five Year Business Plan

- Squamish Waterfront Concept Plan
- Trails Standards
- Trails Master Plan
- University Sub Area Plan
- Upper Mamquam Blind Channel Study
- Volunteer Application Form
- Waterfront Landing
- Workspace 2010 Pavement Management Study Report