

ACCESS TO COMMON TYPES OF RECORDS

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!
Please contact the Legislative Services Department in case of uncertainty.

For specific DOS documents that can be routinely released, see Addendum 1 at the end.

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		√
Agreements went to Council	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		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
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		√
Budgets - Operating – Final	Finance	√	
Budgets - Yearly Financial Report	Finance	√	
Building Permits (Description of the permit, the property to which it relates, and the name of the applicant)	Building	√	
Building Permits – Actual 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	Real Estate		√
Burial Permits	Engineering	√	
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		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Collective Agreements - Draft	Human Resources		√
Collective Agreements - Final	Human Resources	√	
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		√
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 (Description of the permit, the property to which it relates, and the name of the applicant)	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	√	

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
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	Human Resources	√	
Employees - Individual Case Files - Union Employees - Current	Human Resources		√
Employees - Individual Case Files - Union Employees - Terminated	Human 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	Film & Events	√	
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	√	

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Heritage Revitalization Agreements	Planning	√	
Heritage Sites	Planning		√
Homeowner Grants - Provincial	Finance		√
I			
Illegal Suites - Complaints	Bylaw Enforcement		√
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		√
L			
Labour Negotiations	Human Resources		√
Land Sale/Options/Exchange/Transfer	Admin		√
Leases - Draft	Admin		√
Leases – Signed	Admin	√	
Legal Opinions	Legal		√
Legal Opinions - Invoices/Costs	Legal		√
Licenses (Description of the license, the business to which it relates, and the name of the applicant)	Business Licensing	√	
Licenses - Applications	Business Licensing		√
Licenses - Individual Case Files	Business Licensing		√
Licenses - Signed	Business Licensing	√	
Liquor Licenses	Business Licensing	√	
Litigation - Individual Case Files	Legal		√
Litigation - Invoices/Costs	Legal		√
Long Term Disability - Individual Case Files	Human Resources		√

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
M			
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	√	
N			
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		√
Remuneration - Council	Admin	√	

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
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	Admin	√	
Staff Reports - Closed (In Camera) Meetings	Admin		√
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		√
Traffic Count Information	Engineering	√	
Training and Development - General Information	Human Resources	√	

SUBJECT HEADING	DEPT OF RECORD	ROUTINE	FOI REQUEST REQ'D
Training and Development - Individual Employee	Human Resources		√
Travel Advances	Finance		√
Travel Allowances and Expenses	Finance	√	
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	√	

Addendum 1 - ROUTINELY RELEASABLE DoS 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