

LIST OF ROUTINELY AVAILABLE RECORDS

The following list identifies the most common record types that are routinely available to the public and those requiring a formal request under the *Freedom of Information and Protection of Privacy Act*.

Note: Some Routine Release Records may involve a fee

Further information regarding requesting documents is available at:

<http://www.esquimalt.ca/government-bylaws/freedom-information>

or by contacting the

Township of Esquimalt, 1229 Esquimalt Road, Esquimalt, BC V9A 3P1 or calling 250-414-7100

SUBJECT HEADING	DEPARTMENT	ROUTINE	FOI REQUEST REQUIRED
A			
Accident Reports – Employees and / or Other	HR & Community Relations		√
Accounts Payable/Receivable – General Information	Finance	√	
Accounts Payable – Individual Vendors Case Files / Invoices	Finance		√
Accounts Receivable – Individual Account Case Files	Finance		√
Advertising – Statutory Notices for Public Hearings, Development Variance Permit, etc.	Corporate Services	√	
Agendas – Advisory Committees, Boards and Commissions of Council	Corporate Services	√	
Agendas – Council / Committee of the Whole	Corporate Services	√	
Agendas – In Camera (Closed) Meetings	Corporate Services		√
Agreements	Corporate Services		√
Agricultural Land Commission (ALC) – Individual Case Files	Development Services		√
Annual Reports	HR & Community Relations	√	
Application Forms – Completed	Various		√
Arbitration Decisions	HR & Community Relations		√
Assessment Roll/Information – The public is to contact BC Assessment directly	N/A	N/A	N/A
Audits / Auditor's Reports	Various		√
Awards – Nomination Forms / Applications	Corporate Services		√
B			
Benefits – Employee	HR & Community Relations		√

ROUTINELY AVAILABLE RECORDS

SUBJECT HEADING	DEPARTMENT	ROUTINE	FOI REQUEST REQUIRED
Board of Variance – Applications and supporting documents	Development Services		√
Board of Variance – Minutes and Agendas	Development Services	√	
Bonds and Letters of Credit	Finance		√
Budgets – General Information / Annual / Capital / Final	Finance	√	
Budgets – Draft	Finance		√
Building Permits – General Information / Applications (Businesses)	Development Services	√	
Building Permits – Applications (Individuals) / Inspection Reports / Notices of Rejection	Development Services		√
Building Plans/Drawings – Exterior Views & Site Plans	Development Services	√	
Building Plans/Drawings – Interior Views & Plans	Development Services		√
Building Regulations and General Information	Development Services	√	
Buildings – Individual Case Files – Municipal and private	Development Services		√
Business Licenses – General Information	Strategic Initiatives	√	
Business Licenses – Applications / Individual Case Files	Strategic Initiatives		√
Bylaws – Active	Corporate Services	√	
Bylaws – Draft (by department)	Various		√
Bylaw – Enforcement / Complaints	Strategic Initiatives		√
C			
Cheques / Cheque Requisitions	Finance		√
Claims, Insurance – General Information	Finance	√	
Claims – Individual Case Files	Finance		√
Collective Agreements – Draft	HR & Community Relations		√
Collective Agreements – Final (CUPE) Collective Agreements – Final (IAFF)	HR & Community Relations	√	
Committee Appointments – Applications	Corporate Services		√
Committee, Commission, Board Membership (Names only)	Corporate Services	√	
Committees, Commissions, Boards – Agendas / Minutes	Corporate Services	√	
Contracts / Agreements / Leases	Corporate Services		√
Council – Financial Disclosure Forms and Indemnities	Corporate Services	View only	
Council In Camera (Closed) Meetings – Minutes / Agendas / Reports	Corporate Services		√
Council Open Meetings – Agendas / Minutes / Reports	Corporate Services	√	
Council Resolutions – Closed (In Camera) Meetings	Corporate Services		√

ROUTINELY AVAILABLE RECORDS

SUBJECT HEADING	DEPARTMENT	ROUTINE	FOI REQUEST REQUIRED
Council Resolutions – Open Meetings	Corporate Services	√	
Covenants / Restrictive Covenants	Development Services		√
D			
Debt and Debenture	Finance		√
Demographic Data	Development Services	√	
Development – Individual Area Plans	Development Services	√	
Development Fees	Development Services	√	
Development / Design Guidelines	Development Services	√	
Development Permits & Development Variance Permits - Businesses	Development Services	√	
Development Permits & Development Variance Permits - Individuals Applications	Development Services		√
Dog Licenses	Strategic Initiatives	√	
E			
Easements / Rights of Way / Encroachments / Restrictive Covenants	Engineering & Public Works		√
Election Results	Corporate Services	√	
Elections – List of Registered Electors / Campaign Financing Disclosure Forms / Nomination Forms	Corporate Services	Inspection Only	
Emergency Measures – Business Recovery Plans / Township's Emergency Plan	Fire		√
Employee Benefits	HR & Community Relations		√
Employee Job Classifications	HR & Community Relations	√	
Employees – Individual Case Files	HR & Community Relations		√
Employment Applications / Resumes	HR & Community Relations		√
Engineering Project Files	Engineering & Public Works		√
Expense Accounts – Council / Staff	Finance	√	
Expense Claim Summaries - Request the SOFI	Finance	√	
F			
Facilities – Municipally Owned	Various		√
Filming Permits – Application Process and issued permits	Parks & Recreation	√	
Filming Permits – Completed Applications	Parks & Recreation		√

ROUTINELY AVAILABLE RECORDS

SUBJECT HEADING	DEPARTMENT	ROUTINE	FOI REQUEST REQUIRED
Financial Audits	Finance		√
Financial Disclosure Forms – Council	Corporate Services	√	
Financial Disclosure Forms – Employees	Corporate Services		√
Financial Statements	Finance	√	
Fire Incident Reports / Cause Determination Reports	Fire		√
Fire Inspection Reports	Fire		√
First Aid / WCB Reports	HR & Community Relations		√
Freedom of Information / Access Request – General Information	Corporate Services	√	
G			
Garbage Collection / Recycling Calendar	Engineering & Public Works	√	
Geographic Information System (GIS) – Database and Mapping Information	Development Services	√	
Government Protocols and Cost – Sharing Agreements	Corporate Services		√
Grants from the Township – General Information	Finance	√	
Grants from the Township – Requests/Applications	Finance		√
Grants to the Township – General Information	Various	√	
Grievances – Individual Case Files	HR & Community Relations		√
H			
Heritage Inventory	Development Services	√	
Heritage Revitalization Agreements	Development Services	√	
Heritage Sites – Individual Case Files	Development Services		√
Homeowner Grants – Contact BC Homeowner Grant program directly	N/A	N/A	N/A
Housing Agreements	Development Services	√	
I			
Illegal Suites – Lists, Complaints	Strategic Initiatives		√
Individual Requests for Information / Change of Personal Information	Corporate Services		√
Inspection Reports – Building	Development Services		√
Inspection Reports – Fire	Fire		√
Inspections – WorkSafe BC	HR & Community Relations		√
Insurance Policies	Finance		√

ROUTINELY AVAILABLE RECORDS

SUBJECT HEADING	DEPARTMENT	ROUTINE	FOI REQUEST REQUIRED
Inventories and Asset Control	Finance		√
J			
Job Classifications	HR & Community Relations	√	
Job – Classification – Challenges and Evaluations	HR & Community Relations		√
Job Competitions – Individual Case Files	HR & Community Relations		√
Job Descriptions Job Postings	HR & Community Relations	√	
L			
Labour Negotiations	HR & Community Relations		√
Land Sale / Options / Exchange / Transfer	Various		√
Land Title – Contact the Land Title and Survey Authority of BC directly	N/A	N/A	N/A
Leases	Various		√
Legal Opinions	Various		√
Legal Opinions – Invoices / Costs	Finance		√
Letters of Credit / Bonds	Development Services		√
Liquor Licenses	Development Services	√	
Liquor License – Municipal Input	Corporate Services	√	
Litigation – Individual Case Files	Various		√
Litigation – Invoices / Costs	Finance		√
Long Term Disability – Individual Case Files	HR & Community Relations		√
M			
Management Reviews	HR & Community Relations		√
Minutes – Advisory Committees, Boards and Commission of Council	Corporate Services	√	
Minutes – Council, Committee of the Whole	Corporate Services	√	
Minutes – In Camera (Closed) Meetings	Corporate Services		√
Mission Statement	Corporate Services	√	
N			
News / Media Releases – Current only Newsletter – Township	HR & Community Relations	√	
Nomination Papers – Elections	Corporate Services	√	

ROUTINELY AVAILABLE RECORDS

SUBJECT HEADING	DEPARTMENT	ROUTINE	FOI REQUEST REQUIRED
Notice of Intent and Demolition	Strategic Initiatives		√
O			
Official Community Plan (OCP)	Development Services	√	
Organization Charts	HR & Community Relations	√	
Organization Reviews / Audits	HR & Community Relations		√
Outdoor Burning Permit – Application Process and Issued Permits	Fire	√	
Outdoor Burning Permit – Completed Application	Fire		√
P			
Parade and Banner Permits – process and issued permits	Parks & Recreation	√	
Parking Tickets / Enforcement	Strategic Initiatives		√
Payroll	Finance		√
Performance Planning and Review	HR & Community Relations		√
Permit – Process and issued permits	Various	√	
Permit Applications - Completed	Various		√
Pesticide Use , Waste and Disposal (Municipally-used pesticides only)	Engineering & Public Works	√	
Proclamations - Current only	Corporate Services	√	
Property Information Request Letter	Development Services	√	
Property Taxes – General Information (Levies and Balances)	Finance	√	
Properties – Municipally Leased or Owned	Various		√
Public Hearings – Minutes / Agendas / Notices	Corporate Services	√	
Purchase Orders	Finance		√
Q			
R			
Recreation Programs – General Information	Parks & Recreation	√	
Recreation Programs – Applications / Registrations	Parks & Recreation		√
Remuneration – Council	Finance	√	
Remuneration – Staff	Human Resources	√	
Reports – Annual	HR & Community Relations	√	
Reports – Financial	Finance	√	

ROUTINELY AVAILABLE RECORDS

SUBJECT HEADING	DEPARTMENT	ROUTINE	FOI REQUEST REQUIRED
Reports and Statistics	Various	√	
Reports to Council (Opening meetings)	Various	√	
Request for Proposal (RFP)	Various		√
Request for Quote (RFQ)	Finance		√
Rezoning – Draft Applications	Development Services		√
Rezoning – Final Applications	Development Services	√	
Rezoning / Zoning – General Information	Development Services	√	
Rezoning / Zoning – Individual Case Files	Development Services		√
Rezoning / Zoning – Notifications	Development Services	√	
Rights of Way / Easements	Engineering & Public Works		√
Road Allowance Permit – process and issued permits	Engineering & Public Works	√	
S			
Salaries – Employees	HR & Community Relations	√	
Secondary Suites – Lists / Complaints	Strategic Initiatives		√
Signing Authorities – List	Finance	√	
Signs	Development Services	√	
Special Events / Occasion Permits – Process and issued permits	Parks & Recreation	√	
Speeches (Mayor only)	Corporate Services	√	
Staff Meetings (by department) – Minutes and Agendas	Various		√
Staff Reports – Closed (In Camera) Meetings	Corporate Services		√
Subdivisions – Applications / Plans	Development Services	√	
Survey Certificates	Development Services	√	
T			
Tax Exemptions	Finance	√	
Taxation Assessments – Contact BC Assessment directly	N/A	N/A	N/A
Telephone Bills	Finance		√
Tenders	Various	√	
Timesheets (payroll)	Finance		√
Traffic Control – Complaints	Engineering & Public Works		√
Training and Development – General Information	HR & Community Relations	√	

ROUTINELY AVAILABLE RECORDS

SUBJECT HEADING	DEPARTMENT	ROUTINE	FOI REQUEST REQUIRED
Training and Development – Individual Employee	HR & Community Relations		√
Travel Allowances and Expenses	Finance	√	
Tree Cutting Permit – Process and issued permits	Parks & Recreation	√	
Tree Cutting Permit – Completed applications	Parks & Recreation		√
U			
Unsightly Premises – Complaints	Strategic Initiatives		√
V			
Vendors/Suppliers – Individual Case Files	Finance		√
W			
Workplace Inspection Reports	HR & Community Relations		√
Workplans (by Department)	Various		√
Works and Services Agreement	Engineering & Public Works	√	
WorkSafe BC – Claims	HR & Community Relations		√
X, Y, Z			
Zoning / Rezoning – Draft Applications	Development Services		√
Zoning / Rezoning – Final Applications	Development Services	√	
Zoning / Rezoning – General Information	Development Services	√	
Zoning / Rezoning – Individual Case Files	Development Services		√
Zoning / Rezoning – Notifications	Development Services	√	