

**ROUTINELY REQUESTED INFORMATION
FREEDOM OF INFORMATION & PROTECTION OF PRIVACY**

| SUBJECT HEADING | DEPT OF RECORD | ROUTINE | FOI REQUEST REQ'D |
|--|---------------------------------------|---------|-------------------|
| A | | | |
| Access to Information Requests (FOIPPA) | Corporate Services | | √ |
| Accident Reports - Employees | Human Resources | | √ |
| Accounts Payable - General Information | Financial Services | √ | |
| Accounts Payable - Individual Vendors | Financial Services | | √ |
| Accounts Payable - Invoices | Financial Services | | √ |
| Accounts Receivable - General Information | Financial Services | √ | |
| Accounts Receivable - Individual Accounts | Financial Services | | √ |
| Administration - Organization Charts | Human Resources | √ | |
| Advertising - Statutory Notices for Public Hearings, etc. | Development Services | √ | |
| Advertising - Other | Corporate Services | √ | |
| Agendas - Advisory Committees, Boards and Commissions of Council | Corporate Services | √ | |
| Agendas - Open Council, Special Council, Committee of the Whole | Corporate Services | √ | |
| Agendas - Closed/In-Camera Council | Corporate Services | | √ |
| Agreements | Corporate Services | | √ |
| Applications for employment | Human Resources | | √ |
| Arbitration Decisions | Human Resources | | √ |
| Assessment Roll/Information | Contact BC Assessment | -- | -- |
| Awards - Nomination Forms/Applications | Corporate Services | | √ |

Town of Ladysmith Routinely Requested Information

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| B | | | |
| Benefits – Employee | Human Resources | | √ |
| Bonds and Letters of Credit | Financial Services | | √ |
| Budgets – Annual, Capital, General Information (current year) | Financial Services | √ | |
| Building Permits – General Information | Building | √ | |
| Building Permits – Applications | Building | | √ |
| Building Permits – Inspection Reports/Notices of Rejection | Building | | √ |
| Building Plans/Drawings | Building | | √ |
| Building Regulations and General Information | Building | √ | |
| Buildings – Municipally Owned | Corporate Services | | √ |
| Burial Permits personal info redacted (see also Cemetery) | Infrastructure Services | √ | |
| Burning Permits | Fire/Rescue | √ | |
| Business Licenses – General Information | Financial Services | √ | |
| Business Licenses – Applications | Financial Services | | √ |
| Business Licenses – Individual Case Files | Financial Services | | √ |
| Bylaws | Corporate Services | √ | |
| Bylaws – Draft | Corporate Services | | √ |
| Bylaw – Enforcement/Complaints | Bylaw Enforcement | | √ |
| C | | | |
| Cannabis License referrals from Liquor & Cannabis Regulation Branch | Development Services | √ | |
| Cemetery – issued licenses, permits and plaque permits (personal info. redacted) | Infrastructure Services | √ | |
| Claims – General Information | Corporate Services | √ | |
| Claims – Individual Case Files | Corporate Services | | √ |
| Classifications – Jobs | Human Resources | √ | |
| Collective Agreements – Draft | Human Resources | | √ |
| Collective Agreements – Final | Human Resources | √ | |
| Committee Appointments – Applications | Corporate Services | | √ |
| Committees – Internal/Staff – Agendas/Minutes | Corporate Services | | √ |
| Competitions – Jobs | Human Resources | | √ |
| Complaints | Various | | √ |
| Contracts/Agreements/Leases | Corporate Services | | √ |

Town of Ladysmith Routinely Requested Information

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| Council – Financial Disclosure Forms | Corporate Services | √ | |
| Council – Indemnities/Remuneration | Corporate Services/Financial Services | √ | |
| Council – Personal Information | Corporate Services | | √ |
| Council Meetings - Open Minutes/Agendas/Reports | Corporate Services | √ | |
| Council Meetings – Closed/In-Camera Minutes/Agendas/Reports | Corporate Services | | √ |
| Criminal Record Checks – Staff and Volunteers | Human Resources | | √ |
| D | | | |
| Demographic Data | Development Services | √ | |
| Design Guidelines | Development Services | √ | |
| Development – Individual Area Plans, Guidelines | Development Services | √ | |
| Development Cost Charges | Development Services | √ | |
| Development Permits & Development Variance Permits (issued) | Development Services | √ | |
| Development Permits & Development Variance Permits (applications) | Development Services | | √ |
| Dog Licenses | Financial Services | | √ |
| E | | | |
| Easements/Rights of Way/Encroachments/Restrictive Covenants | Contact BC Land Title & Survey | -- | -- |
| Elections – List of Registered Electors | Corporate Services | | √ |
| Elections – Campaign Financing Disclosure Forms | Contact Elections BC | | |
| Elections – Nomination Papers | Corporate Services | √ | |
| Elections – Results | Corporate Services | √ | |
| Emergency Plan (Town) | CAO's Office | | √ |
| Employee Classification | Human Resources | √ | |
| Employees – Financial Disclosure Forms | Corporate Services | | √ |
| Employees – Individual Case Files | Human Resources | | √ |
| Employment Applications/Resumes | Human Resources | | √ |
| Engineering Project Files | Engineering | | √ |

Town of Ladysmith Routinely Requested Information

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| F | | | |
| Facilities - Municipally - Owned | Parks, Recreation & Culture | | √ |
| Filming Permits | Development Services | √ | |
| Financial Audits | Financial Services | | √ |
| Financial Statements | Financial Services | √ | |
| Fire Incident, Investigation Reports | Fire/Rescue | | √ |
| Fire Inspection Reports | Fire/Rescue | √ | |
| First Aid/WCB Reports | Human Resources | | √ |
| Freedom of Information - Individual requests for access to records | Corporate Services | | √ |
| G | | | |
| Garbage Collection/Recycling Calendar | 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 | Human Resources | | √ |
| H | | | |
| Heritage Inventory | Development Services | √ | |
| Heritage Revitalization Agreements | Development Services | √ | |
| Homeowner Grants | Contact BC Government | -- | -- |
| I | | | |
| Illegal Suites - Complaints | Bylaw Enforcement | | √ |
| Inspections - WorkSafe BC | Human Resources | | √ |
| Insurance Policies | Corporate Services | | √ |
| Insurance - Employee Benefits | Human Resources | | √ |
| Inventories and Asset Control | Financial Services | | √ |
| J | | | |
| Job Descriptions | Human Resources | √ | |

Town of Ladysmith Routinely Requested Information

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| Job Evaluations | Human Resources | | √ |
| L | | | |
| Labour Negotiations | Human Resources | | √ |
| Land Sale/Options/Exchange/Transfer | Corporate Services | | √ |
| Leases | Corporate Services | | √ |
| Legal Opinions | Corporate Services | | √ |
| Legal Invoices/Costs | Financial Services | | √ |
| Liquor License referrals from Liquor & Cannabis Regulation Branch | Development Services | √ | |
| Litigation – Individual Case Files | Corporate Services | | √ |
| Long Term Disability – Individual Case Files | Human Resources | | √ |
| N | | | |
| News/Media Releases | Corporate Services | √ | |
| Newsletter – City | Corporate Services | √ | |
| O | | | |
| Official Community Plan (OCP) amendments | Development Services | √ | |
| Official Community Plan (OCP) individual applications | Development Services | | √ |
| P | | | |
| Parade and Banner Permits | Corporate Services | √ | |
| Parking Tickets/Enforcement | Bylaw Enforcement | | √ |
| Payroll (general info) | Financial Services | √ | |
| Permits – Issued (personal info redacted) | Various | √ | |
| Proclamations | Corporate Services | √ | |
| Property Information | Various | | √ |
| Property Taxes (general info) | Financial Services | √ | |
| Public Hearings – Minutes/Agendas/Notices/Information Binders | Corporate Services/ Development Services | √ | |
| Purchase Orders | Financial Services | | √ |
| R | | | |
| Recreation Programs – General Information | Parks, Recreation & Culture | √ | |
| Recreation Programs – Applications/Registrations | Parks, Recreation & Culture | | √ |

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| Recreation Surveys | Parks, Recreation & Culture | | √ |
| Reports – Annual | Corporate Services | √ | |
| Reports – Financial | Financial Services | √ | |
| Rezoning – Applications | Development Services | | √ |
| Rezoning – General Information | Development Services | √ | |
| Rezoning – Individual Case Files | Development Services | | √ |
| Rezoning – Notifications | Development Services | √ | |
| S | | | |
| Sign Permits | Development Services | √ | |
| Signing Authorities – List | Financial Services | √ | |
| Signs – Inspections | Development Services | √ | |
| Site Survey Certificates | Building | √ | |
| Special Events/Occasion Permits | Parks, Recreation & Culture | √ | |
| Street Use Permits | Infrastructure Services | √ | |
| Subdivisions – Applications | Development Services | | √ |
| Subdivision – Preliminary Layout Approval (PLA) | Development Services | | √ |
| Subdivisions – Plans (approved) | Contact BC Land Title and Survey | -- | -- |
| T | | | |
| Tax Exemptions | Financial Services | √ | |
| Taxes Paid | Financial Services | | √ |
| Telephone Bills | Financial Services | | √ |
| Tenders/Bids/Requests for Proposal Calls | Corporate Services | √ | |
| Tenders/Bids/Requests for Proposal Submissions | Corporate Services | | √ |
| Timesheets | Financial Services | | √ |
| Traffic Control – Complaints | Infrastructure Services | | √ |

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| Training and Development – General Information | Human Resources | √ | |
| Training and Development – Individual Employee | Human Resources | | √ |
| Travel Advances | Financial Services | | √ |
| Travel Allowances and Expenses | Financial Services | √ | |
| U | | | |
| Unsightly Premises – Complaints | Bylaw Enforcement | | √ |
| Utility Billing Information – General | Financial Services | √ | |
| V | | | |
| Vendors/Suppliers – Individual Case Files | Financial Services | | √ |
| W | | | |
| Wages – Staff (hourly) | Human Resources | √ | |
| WorkSafe BC – Claims | Human Resources | | √ |
| Workplace Inspection Reports | Human Resources | | √ |
| Works and Services Agreement | Infrastructure Services | √ | |
| Z | | | |
| Zoning – General Information & Regulations | Development Services | √ | |
| Zoning – Individual Applications | Development Services | | √ |