

**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

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

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

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

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		√

Town of Ladysmith Routinely Requested Information

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		√

Town of Ladysmith Routinely Requested Information

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		√