



Freedom of Information

Routinely Available Documents

Type of Information	Department of Record	Routine Release	Review* or FOI Request Required
A			
Access to Information Requests (FOI)	Corporate Services - Clerks		✓
Accident Reports – Employees	People and Culture, Risk Management		✓
Accident Reports – Other	People and Culture, Risk Management		✓
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		✓
Acts and Legislation	Corporate Services - Clerks	✓	
Administration – Organization Charts	People and Culture	✓	
Advertising – Statutory Notices for Public Hearings	Corporate Services - Clerks	✓	
Advertising – Other	Corporate Services – Marketing and Corporate Communications	✓	
Agendas – Advisory Committees, Boards and Commissions of Council	Corporate Services – Clerks	✓	

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Agendas – Council, Special Committees, etc. – Open Meetings	Corporate Services - Clerks	✓	
Agendas – Council, Special Committees, etc. – Closed Meetings	Corporate Services - Clerks		✓
Agreements	Various		✓
Application Forms (completed)	Various		✓
Agricultural Land Commission – Individual Case Files	Planning and Development		✓
Arbitration Decisions	People and Culture		✓
Assessment Roll/Information	Finance	✓	
Audits/Auditor's Reports	Finance		✓
Awards- Nomination Forms/Applications	Corporate Services - Clerks		✓
B			
Benefits – Employee	People and Culture		✓
Board of Variance – Applications and Supporting Documents	Corporate Services – Clerks		✓
Board of Variance – Minutes and Agendas	Corporate Services - Clerks	✓	
Bonds and Letters of Credit	Finance		✓
Budgets – General Information	Finance	✓	
Budgets – Annual	Finance	✓	
Budgets – Capital	Finance	✓	
Budgets – Draft	Finance		✓
Budgets – Operating – Final	Finance	✓	
Budgets – Operating – Provisional	Finance	✓	

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Budgets – Yearly, Financial Report	Finance	✓	
Building Permits (includes Plumbing, Heating & Electrical, Occupancy)	Planning and Development - Building		✓
Building Permits – Applications	Planning and Development - Building		✓
Building Permits – Inspection Reports/Notices of Rejection	Planning and Development - Building		✓
Building Plans/Drawings	Planning and Development - Building		✓
Building Regulations and General Information	Planning and Development - Building	✓	
Buildings – Individual Case Files	Planning and Development - Building		✓
Buildings – Municipally Owned – Individual Case Files	Planning and Development – Building, Realty and Lands		✓
Business Licences	Community Safety - Licence	✓	
Business Licences – Applications	Community Safety - Licence		✓
Business Licences – Individual Case Files	Community Safety - Licence		✓
Bylaws	Corporate Services - Clerks	✓	
Bylaws – Draft	Corporate Services - Clerks		✓

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Bylaws Enforcement/Complaints	Various		✓
C			
Cheques/Cheque Requisitions	Finance		✓
Circulars, Directives, Orders	Various	✓	
Claims – General Information	Risk Management	✓	
Claims – Individual Case Files	Risk Management		✓
Classifications – Jobs	People and Culture	✓	
Collective Agreements – Draft	People and Culture		✓
Collective Agreements – Final	People and Culture	✓	
Commercial Vehicle Licences/Permits	Community Safety – Licence	✓	
Committee Appointments – Applications	Corporate Services - Clerks		✓
Committees – Internal/Staff – Agendas/Minutes	Various		✓
Committees, Commissions, Boards – Agendas/Minutes - Open	Corporate Services - Clerks	✓	
Competitions – Jobs	People and Culture		✓
Complaints	Various		✓
Contaminated Site Information	Planning and Development - Building		✓
Contracts/Agreements/Leases	Various		✓

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Council – Financial Disclosure Forms	Corporate Services – Clerks	✓	
Council – Indemnities/Remuneration	Finance	✓	
Council – Personal Information	Corporate Services - Clerks		✓
Council Meetings- Minutes/Agendas/Reports – Closed Meetings	Corporate Services – Clerks		✓
Council Meetings – Minutes/Agendas/Reports – Open Meetings	Corporate Services – Clerks	✓	
Council Meetings – Minutes/Agendas/Reports – Video and Audio – Closed (In Camera) Meetings	Corporate Services - Clerks		✓
Council Meetings – Minutes/Agendas/Reports – Video and Audio – Open Meetings	Corporate Services - Clerks	✓	
Council Resolutions – Closed (In Camera) Minutes	Corporate Services – Clerks		✓
Council Resolutions – Open Meetings	Corporate Services – Clerks	✓	
Court of Revision – Elections – Agendas/Minutes	Corporate Services - Clerks	✓	
Court of Revision – Frontage Tax – Agendas/Minutes	Finance	✓	
Criminal Record Checks – Staff and Volunteers	People and Culture		✓

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
D			
Debt and Debenture	Finance		✓
Demographic Data	Planning and Development	✓	
Design Guidelines	Planning and Development	✓	
Development – Individual Area Plans	Planning and Development	✓	
Development Cost Charges	Finance	✓	
Development Guidelines	Planning and Development	✓	
Development Permits & Development Variance Permits	Planning and Development	✓	
Development Permits & Development Variance Permit – Applications	Planning and Development		✓
Development Permits & Development Variance Permit – Individual Case Files	Planning and Development		✓
Dog Licences	Community Safety – Licence		✓
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	✓	
Elections – List of Registered Electors	Corporate Services – Clerks		✓
Elections – Campaign Financing Disclosure Forms ⁺	Corporate Services – Clerks	✓	
Elections – Nomination Papers	Corporate Services – Clerks	✓	

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Elections – Results	Corporate Services - Clerks	✓	
Electrical Permits/Certificates – see Building Permits	Planning and Development – Building		
Emergency Measures – Business Recovery Plans	Community Safety		✓
Emergency Measures – City’s Emergency Plan	Community Safety		✓
Employee Benefits	People and Culture		✓
Employee Classification	People and Culture	✓	
Employees – Individual Case Files – Union Employees – Current	People and Culture		✓
Employees – Individual Case Files – Union Employees – Terminated	People and Culture		✓
Employees – Individual Case Files – Non-Union Employees	People and Culture		✓
Employment Applications/Resumes	People and Culture		✓
Engineering Project Files	Engineering		✓
Expense Accounts – Council/Staff	Finance	✓	
Expense Claims – Council/Staff	Finance	✓	
F			
Facilities – Municipally Owned	Parks, Recreation and Cultural Services		✓
Filming Permits	Planning	✓	
Financial Audits	Finance		✓

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Financial Disclosure Forms – Council	Corporate Services - Clerks	✓	
Financial Disclosure Forms – Employees	People and Culture		✓
Financial Statements	Finance	✓	
Fire Incident Reports	Community Safety – Fire Administration	✓	
Fire Cause Determination Reports	Community Safety – Fire Administration	✓	
Fire Inspection Reports	Community Safety – Fire Administration	✓	
First Aid /WCB Reports	People and Culture		✓
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	Corporate Services - Clerks		✓
G			
Geographic Information System (GIS) – Database and Mapping Information	Engineering	✓	
Government Protocols and Cost-Sharing Agreements	Various		✓
Grants from the City – General Information	Various	✓	
Grants from the City – Requests/Applications	Various		✓

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Grants to the City – General Information	Various	✓	
Grievances – Individual Case Files	People and Culture		✓
H			
Heating Permits – see Building Permits	Planning and Development – Building		
Heritage Inventory	Planning and Development	✓	
Heritage Revitalization Agreement Bylaw	Corporate Services - Clerks	✓	
Heritage Sites	Planning and Development		✓
Homeowner Grants – Provincial	Finance		✓
I			
Illegal Suites – Complaints	Community Safety – Bylaw Enforcement		✓
Illegal Suites – List	Community Safety – Bylaw Enforcement		✓
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Planning and Development – Building		✓
Inspection Reports – Fire	Community Safety – Fire Administration	✓	
Inspections – Workers Compensation Board	People and Culture		✓
Insurance Policies	Community Safety – Risk Management		✓

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Insurance – Employee Benefits	People and Culture		✓
Inventories – Heritage	Planning and Development	✓	
Inventories and Asset Control	Finance		✓
Invoices	Finance		✓
J			
Job Descriptions	People and Culture	✓	
Job Evaluations	People and Culture		✓
K			
L			
Labour Negotiations	People and Culture		✓
Land Sale/Options/Exchange/Transfer	Lands and Facilities – Realty and Lands		✓
Leases	Various		✓
Legal Opinions	Corporate Services – Legal		✓
Legal Opinions – Invoices/Costs	Corporate Services – Legal		✓
Licences	Community Safety – Licence	✓	
Licences – Applications	Community Safety – Licence		✓
Licences – Individual Case Files	Community Safety – Licence		✓
Liquor Licences	Community Safety - Licence	✓	
Litigation – Individual Case Files	Corporate Services – Legal		✓

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Litigation – Invoices/Costs	Corporate Services - Legal		✓
Long Term Disability – Individual Case Files	People and Culture		✓
M			
Management Reviews	People and Culture		✓
Minutes – Advisory Committees, Boards and Commissions of Council	Corporate Services - Clerks	✓	
Minutes – Council, Special Committees, etc – Open Meetings	Corporate Services - Clerks	✓	
Minutes – Council, Special Committees, etc – Closed Meetings	Corporate Services - Clerks		✓
Mission Statement	Corporate Services – Marketing and Communications	✓	
N			
News/Media Releases	Corporate Services – Marketing and Communications	✓	
Newsletter – City	Corporate Services – Marketing and Communications	✓	
Nomination Papers – Elections	Corporate Services – Clerks	✓	
Notice of Intent and Demolition	Planning and Development		✓
O			

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Occupancy Permits – See Building Permits	Planning and Development - Building		
Official Community Plan (OCP)	Planning	✓	
Operating Budgets – see Budgets	Finance		
Organization Charts	People and Culture	✓	
Organization Reviews/Audits	Finance	✓	
P			
Parade and Banner Permits	Engineering	✓	
Parking Tickets/Enforcement	Community Safety - Bylaw		✓
Payroll	People and Culture		✓
Performance Planning and Review	People and Culture		✓
Permit Applications – All Types	Various		✓
Plumbing Permits – see Building Permits	Planning and Development - Building		
Proclamations	Corporate Services - Clerks	✓	
Property Taxes	Finance	✓	
Q			
Quotations	Finance		✓
R			
Reclassifications	People and Culture		✓
Recreation Programs – General Information	Parks, Recreation and Cultural Services	✓	

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Recreation Programs – Applications/Registrations	Parks, Recreation and Cultural Services		✓
Recreation Surveys	Corporate Services – Marketing and Communications		✓
Recycling Calendar	Engineering	✓	
Remuneration – Council	Finance	✓	
Remuneration – Staff	Finance	✓	
Reports – Annual	Corporate Services	✓	
Reports – Financial	Finance	✓	
Reports and Statistics	Various	✓	
Reports to Council – Open Meetings	Corporate Services - Clerks	✓	
Reports to Council – Closed (In Camera) Meetings	Corporate Services - Clerks		✓
Reports – Technical (consultant should include copyright disclaimer within report)	Various	✓	
Rezoning – Applications	Planning and Development		✓
Rezoning – General Information	Planning and Development	✓	
Rezoning – Individual Case Files	Planning and Development		✓
Rezoning – Notifications	Planning and Development		✓
Rights of Way, Easements	Engineering	✓	
S			
Salaries – Employees	People and Culture	✓	
Secondary Suites – Complaints	Planning and Development - Building		✓

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Secondary Suites – List	Planning and Development - Building		✓
Sign Permits	Planning and Development	✓	
Signing Authorities – List	Corporate Services – Clerks	✓	
Solicitation Permits	Corporate Services – Clerks	✓	
Special Events/Occasion Permits	Corporate Services – Clerks	✓	
Speeches	Corporate Services – Clerks, Communications and Marketing, Mayor’s Office	✓	
Staff Meetings (by Department) – Minutes and Agendas	Various		✓
Staff Reports – Open Meetings	Corporate Services – Clerks	✓	
Staff Reports – Closed (In Camera) Meetings	Corporate Services – Clerks		✓
Street Use Permits	Engineering	✓	
Street Vendor Permits	Community Safety – Licence	✓	
Subdivisions – Applications	Planning and Development		✓
Subdivisions – Plans	Planning and Development		✓
Survey Certificates	Planning and Development – Building	✓	
T			
Tax Exemptions	Finance	✓	

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Taxation Assessments	Finance	✓	
Taxes Paid	Finance	✓	
Taxi Licences – see Commercial Vehicle Licences/Permits	Community Safety – Licence	✓	
Telephone Bills	Finance		✓
Tenders	Finance - Purchasing	✓	
Traffic Control – Complaints	Engineering		✓
Training and Development – General Information	People and Culture	✓	
Training and Development – Individual Employee	People and Culture		✓
Travel Advances	Finance	✓	
Travel Allowances and Expenses	Finance	✓	
Tree Cutting Applications	Planning and Development		✓
Tree Cutting Permits	Planning and Development	✓	
U			
Unightly Premises – Complaints	Community Safety - Bylaw		✓
V			
Variance Permits – see Development and Development Variance Permits	Planning and Development		
Vehicle Permits – see Commercial Vehicle Licences/Permits	Community Safety - Licence		
Vendors/Suppliers – Individual Case Files	Finance - Purchasing		✓
W			
Wages – Staff	People and Culture	✓	

Subject Heading	Department of Record	Routine Release	Review* or FOI Request Required
Workers Compensation Board (WCB) – Claims	People and Culture		✓
Workplace Inspection Reports	People and Culture		✓
Work plans (by Department)	Various		✓
Works and Services Agreements	Corporate Services - Clerks	✓	
X, Y, Z			
Zoning and Rezoning – Individual Applications and Supporting Documents	Planning and Development		✓
Zoning and Rezoning – Individual Case Files	Planning and Development		✓
Zoning and Rezoning – Public Hearing Notices/Agendas/Notes/Reports to Council/Letters of Support or Objections	Corporate Services – Clerks	✓	
Zoning and Rezoning – General Information & Regulations	Planning and Development	✓	

* Documents with a “Review” designation may need further assessment to determine whether the information requested can be routinely released or whether a Freedom of Information request is required

+ Please note that some records may be subject to viewing guidelines as set out by the department. There may be instances where creating copies of records is not permitted.

For Routine Release Records, please consult this page to contact the appropriate department to request records: <https://www.burnaby.ca/our-city/contact-us>