

| SUBJECT HEADING | DEPARTMENT OF RECORD | ROUTINE | FOI REQUEST REQ'D |
|--|---------------------------------------|---------|-------------------|
| A | | | |
| Access to Information Requests (FOIPPA) | Corporate Services | | √ |
| 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 CaseFiles | Finance | | √ |
| Administration – Organization Charts | Human Resources | √ | |
| Advertising – Statutory Notices for PublicHearings, DVP, etc. | Corporate Services | √ | |
| Advertising – Other | | √ | |
| Agendas – Advisory Committees, Boards and Commissions of Council | Administration | √ | |
| Agendas – Council, Special Committees, etc. – Open Meetings | Corporate Services and Administration | √ | |
| Agendas – Council, Special Committees, etc. – Closed Meetings | Corporate Services and Administration | | √ |
| Agreements | | | √ |
| Application Forms (completed) – Various | | | √ |
| Agricultural Land Commission – Individual CaseFiles | Planning | | √ |
| Arbitration Decisions | Human Resources | | √ |
| Assessment Roll/Information – The public is tocontact BC Assessment directly | Finance | Exempt | |
| Audits/Auditor’s Reports | Finance | | √ |
| B | | | |
| Benefits – Employee | Human Resources | | √ |
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|---|--------------------|---------|-------------------|
| 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 (including Plumbing, Heating &Electrical, Occupancy) – General Information | Building | √ | |
| Building Permits – Applications | Building | | √ |
| Building Permits – Inspection Reports/Notices ofRejection | Building | | √ |
| Building Plans/Drawings | Building | | √ |
| Building Regulations and General Information | Building | √ | |
| Buildings – Individual Case Files | Building | | √ |
| Buildings – Municipally Owned – Individual CaseFiles | | | √ |
| | | | |
| Burning Permits | Fire | √ | |
| Business Licenses – General Information | Business Licensing | √ | |
| Business Licenses – Applications | Business Licensing | | √ |
| Business Licenses – Individual Case Files | Business Licensing | | √ |
| Bylaws | Corporate Services | √ | |
| Bylaws – Draft | Corporate Services | | √ |
| Bylaw – Enforcement/Complaints | Bylaw Enforcement | | √ |
| C | | | |
| Chauffeurs' Permits – see Commercial Vehicle Licenses/Permits | | | |
| Cheques/Cheque Requisitions | Finance | | √ |
| Circulars, Directives, Orders | Administration | √ | |
| Claims – General Information | Legal/Finance | √ | |
| Claims – Individual Case Files | Legal/Finance | | √ |
| Classifications – Jobs | Human Resources | √ | |
| Collective Agreements – Draft | Human Resources | | √ |
| Collective Agreements – Final | | √ | |
| Commercial Vehicle Licenses/Permits | | | √ |

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| Committee Appointments – Applications | Administration | | √ |
| Committees – Internal/Staff – Draft Agendas/Minutes | Administration | | √ |
| Committees, Commissions, Boards – Agendas/Minutes Open | Administration | √ | |
| Competitions – Jobs | Human Resources | | √ |
| Complaints | All Departments | | √ |
| Contracts/Agreements/Leases | Administration | | √ |
| Council – Financial Disclosure Forms | Corporate Services | √ | |
| Council – Indemnities/Remuneration | Corporate Services | √ | |
| Council – Personal Information (i.e., homeaddress) | Administration and Human Resources | | √ |
| Council Meetings – Minutes/Agendas/Reports – Closed (In Camera) Meetings | Corporate Services | | √ |
| Council Meetings – Minutes/Agendas/Reports – Open Meetings | Corporate Services | √ | |
| Council Resolutions – Closed (In Camera) Meetings | Corporate Services | | √ |
| Council Resolutions – Open Meetings | Corporate Services | √ | |
| Court of Revision – Elections – Agendas/Minutes | Corporate Services | √ | |
| Court of Revision – Frontage Tax – Agendas/Minutes | Corporate Services | | √ |
| 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 VariancePermits | Planning | √ | |
| Development Permits & Development VariancePermits – Applications | Planning | | √ |
| Development Permits & Development VariancePermits – Individual Case Files | Planning | | √ |
| Dog Licenses | Fraser Valley Regional District | | |
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| E | | | |
| Easements/Rights of Way/Encroachments/Restrictive Covenants | Dev. Engineering | √ | |
| Elections – List of Registered Electors | Chilliwack does not maintain list of electors | | |
| Elections – Campaign Financing Disclosure Forms | Elections BC | | |
| Elections – Nomination Papers | Corporate Services | √ | |
| Elections – Results | Corporate Services | √ | |
| Electrical Permits/Certificates | Technical BC - not City of Chilliwack | | |
| Emergency Measures – Business Recovery Plans | Fire | | √ |
| Emergency Measures – City’s Emergency Plan | Fire | | √ |
| Employee Benefits | Human Resources | | √ |
| Employee Classification | Human Resources | √ | |
| Employees – Individual Case Files – UnionEmployees – Current | Human Resources | | √ |
| Employees – Individual Case Files – UnionEmployees – Terminated | Human Resources | | √ |
| Employees – Individual Case Files – Non-UnionEmployees | 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 | Property Management | √ | |
| | | | |
| Financial Audits | Finance | | √ |
| Financial Disclosure Forms – Council | Human Resources | √ | |
| Financial Disclosure Forms – Employees | Human Resources | | √ |
| 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 | Corporate Services | | √ |

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| G | | | |
| Garbage Collection/Recycling Calendar | Engineering | √ | |
| Geographic Information System (GIS) – Database and Mapping Information | Information Technology | √ | |
| 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 | √ | |
| 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 | | √ |
| 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 | | √ |
| K | | | |
| L | | | |
| Labour Negotiations | Human Resources | | √ |
| Land Sale/Options/Exchange/Transfer | Property Manager/ENG | | √ |
| Leases | Property Manager/ENG | | √ |

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| Legal Opinions | Corporate Services | | √ |
| Legal Opinions – Invoices/Costs | Finance | | √ |
| Licenses – General Information | Business Licensing | √ | |
| Licenses – Applications | Business Licensing | | √ |
| Licenses – Individual Case Files | Business Licensing | | √ |
| Liquor Licenses | Corporate Services | √ | |
| Litigation – Individual Case Files | Finance | | √ |
| Litigation – Invoices/Costs | Finance | | √ |
| Long Term Disability – Individual Case Files | Human Resources | | √ |
| M | | | |
| Management Reviews | Corporate Services | | √ |
| Minutes – Open Advisory Committees, Boards and Commission of Council | Administration | √ | |
| Minutes – Council, Special Meetings, etc., – Open Meetings | Corporate Services | √ | |
| Minutes – Council, Special Committees, etc., – Closed Meetings | Corporate Services | | √ |
| Mission Statement | Administration | √ | |
| N | Administration | | |
| News/Media Releases | Communications | √ | |
| Newsletter – City | Communications | √ | |
| Nomination Papers – Elections | Corporate Services | √ | |
| Notice of Intent and Demolition | Building | | √ |
| O | | | |
| Occupancy Permits – see Building Permits | Building | | |
| Official Community Plan (OCP) | Planning | √ | |
| Operating Budgets – see Budgets | Finance | | |
| Organization Reviews/Audits | Human Resources | √ | |
| P | | | |
| | | | |
| Parking Permits | Finance | √ | |
| Parking Tickets/Enforcement | Bylaw Enforcement | | √ |
| Payroll | Finance | | √ |
| Performance Planning and Review | Human Resources | | √ |
| Permits – All Types | | √ | |
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| | | | |
| Property Taxes | Finance | √ | |
| Proposals | Purchasing | | √ |
| Public Hearings – Minutes/Agendas/Notices | Corporate Services | √ | |
| Purchase Orders | Purchasing | | √ |
| Q | | | |
| Quotations | Purchasing | | √ |
| R | | | |
| Reclassifications | Human Resources | | √ |
| Recreation Programs – General Information | Recreation | √ | |
| Recreation Programs – Applications/Registrations | Recreation | | √ |
| Recreation Surveys | Recreation | | √ |
| Remuneration – Council | Corporate Services | √ | |
| Remuneration – Staff | Human Resources | √ | |
| Reports – Annual | Admin | √ | |
| Reports – Financial | Finance | √ | |
| Reports and Statistics | Admin | √ | |
| Reports to Council – Open Meetings | Corporate Services | √ | |
| Reports to Council – Closed (In Camera) Meetings | Corporate Services | | √ |
| Rezoning – Applications | Planning | | √ |
| Rezoning – General Information | Planning | √ | |
| Rezoning – Individual Case Files | Planning | | √ |
| Rezoning – Notifications | Planning | √ | |
| Rights of Way, Easements | Dev. Engineering | √ | |
| S | | | |
| Salaries – Employees | Human Resources | | √ |
| Secondary Suites – Complaints | Bylaw Enforcement | | √ |
| Secondary Suites – List | Bylaw Enforcement | | √ |
| Sign Permits | Building | √ | |
| Signing Authorities – List | Finance | √ | |
| Signs – Inspections | Building | √ | |
| Special Events/Occasion Permits | Recreation and Culture | √ | |
| | | | |
| Staff Meetings (by department) – Minutes and Agendas | | | √ |
| Staff Reports – Open Meeting | Corporate Services | √ | |

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| Staff Reports – Closed (In Camera) Meetings | Corporate Services | | √ |
| Street Use Permits | Engineering | √ | |
| Street Vendor Permits | Engineering | √ | |
| Subdivisions – Applications | Dev. Engineering | | √ |
| Subdivisions – Plans | Dev. Engineering | | √ |
| Survey Certificates | Building | √ | |
| T | | | |
| Tax Exemptions | Finance | √ | |
| Taxation Assessments – General | Finance | √ | |
| Taxes Paid | Finance | √ | |
| Taxi Licenses – see Commercial Vehicle Licenses/Permits | | | |
| Telephone Bills | Finance | | √ |
| Tenders | Purchasing | √ | |
| Timesheets (payroll) | Finance | | √ |
| Traffic Control – Complaints | Engineering | | √ |
| Training and Development – General Information | Human Resources | √ | |
| Training and Development – Individual Employee | Human Resources | | √ |
| Travel Advances | | | √ |
| Travel Allowances and Expenses | | √ | |
| Tree Cutting Applications | Planning | | √ |
| Tree Cutting Permits | Planning | √ | |
| U | | | |
| Unightly Premises – Complaints | Bylaw Enforcement | | √ |
| V | | | |
| Variance Permits – see Development andDevelopment 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 | √ | |

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| 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 | √ | |