

### Routinely Available Information Catalogue 2024

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 on Information and Protection of Privacy Act*.

**Note:** Some Routine Release Records may involve a fee.

#### Arts, Culture & Community Services

	Routine Release (no fee)	Routine Release (fee)	FOI Request Required
Cemetery - Mountain View burial index	X		
Cemetery Records			X

#### Bylaw Enforcement

	Routine Release (no fee)	Routine Release (fee)	FOI Request Required
Bylaw Complaints (Animal, License, Commercial Vehicle, False Alarm, Unsightly Premises, Secondary Suites etc.)			X
Bylaw Enforcement Incident Reports			X
Bylaw Investigation Case Files			X
Parking Tickets - Case files			X

#### Development, Buildings & Licensing

	Routine Release (no fee)	Routine Release (fee)	FOI Request Required
Approved permits (Development, Building, Electrical, Tree, Temporary Use, etc..) * <a href="#">Permit Search Database</a> is routinely available without a fee		X	
Arborist Reports			X
As-Built Drawings (Drainage, Sanitary, Water, Roads & Transportation) *for owners or authorized agents		X	
Authorized Agents (with written consent of Owner on file) requests records related to Development Applications, Permits, Plans, or Drawings		X	
Board of Variance – Applications and supporting documents			X
Building Inspection Requests (Copy of the Request)			X
Building Owners requesting copies of plans, applications,		X	

permits.			
Building Non-Owners and Non-Authorized Agents requesting copies of plans, applications, permits.			X
Building Permits - Inspection Reports		X	
Building Plans/Drawings – Commercial *for owners and authorized agents		X	
Building Plans/Drawings - Residential *for owners and authorized agents		X	
Building Records Search *for owners and authorized agents		X	
Vancouver Heritage Register	X		
Demographic Data *on the Open Data Portal	X		
Development Permit Amendment Requests		X	
Development Permits – Applications		X	
Development Permits – Individual Case Files		X	
Development Permits Issued - Summary		X	
Development Permits/Building Inquiry		X	
Environmental Assessments		X	
Geotechnical Reports			X
Heritage Inventory	X		
Heritage Revitalization Agreements	X		
Letters of Assurance		X	
News/Media Releases	X		
Official Development Plans (ODP)			
Preliminary Site Plans		X	
Rezoning – Individual Case Files			X
Rezoning – Notifications			X
Rezoning Applications			X
Strata Member Request for Original Building documentation		X	
Subdivision Plans (not registered in Land Titles)			X
Subdivision Plans (registered in Land Titles)		X	
Traffic Impact Assessment			X
Zoning and Rezoning – Individual Case Files			X
<b>Engineering</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
Calendars - Garbage Collection/Recycling /Organics	X		
VanMap (online mapping system)	X		

Engineering Project Files			X
Inspection Reports			X
Roads and Street Case Files			X
Sanitary Sewer Case Files			X
Servicing Agreements			X
Subdivision Plans (registered in Land Titles)		X	
Survey/Water Utility Case Files			X
Traffic Control – Complaints			X
Traffic Signal Timing Report		X	
Traffic Counts	X		
<b>Finance</b>			
Accounts Payable - Individual Vendors Case Files			X
Accounts Payable - Invoices			X
Accounts Receivable - Individual Account Case Files			X
Audits/Auditor's Reports	X		
Budgets – Annual/Capital/ Operational (Final)	X		
Budgets – Yearly Financial Report			
Cheques/Cheque Requisitions			X
Contracts/Agreements			X
Expense Claims - Council/Staff	X		
Financial Disclosure Forms - Employees			X
Purchase Orders			X
Request for Information - (RFI)			X
Request for Proposal (RFP)			X
Requests for Quotations - (RFQ)			X
Statement of Financial Information (SOFI Report) - City/Park Board	X		
Timesheets (Payroll)			X
Vendors/Suppliers – Individual Case Files			X
<b>Human Resources</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
Arbitration Decisions			X
Collective Agreements – Draft			X
Collective Agreements – Final	X		
Employee Programs			X
Employees (former) – Individual Case Files			X

Employees (current) – Individual Case Files	X		
Health & Safety Standards			X
Job Competitions – Case files			X
Job Descriptions			X
Job Evaluations			X
Job Postings/Advertisements	X		
Labour Negotiations			X
Salaries - Individual Employees - Over \$75,000 in year reported	X		
Salaries - Individual Employees - Under \$75,000 in the year reported			X
Salary Range By Classification – Employees (CUPE)	X		
<b>Legal Services</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
Legal Costs/Invoices			X
Legal Opinions			X
Litigation – Individual Case Files			X
Litigation – Invoices/Costs			X
<b>Legislative Services</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
Awards – Nomination Forms/Applications			X
Awards - Finalized	X		
Board of Variance - Applications and supporting documents			X
Board of Variance - Minutes and Agenda Summary	X		
Bylaws - Approved	X		
Bylaws – Draft			X
Committees, Boards and Commissions – Applications			X
Complaints			X
Council – Financial Disclosure Forms (Redacted Version)	X		
Council – Minutes, Agendas, Reports, Resolutions - Open Meetings	X		
Council – Minutes, Agendas, Reports, Resolutions – Closed Meetings			X
Council – Personal Information (i.e. home address)			X
Election – Results	X		
Elections - Nomination Papers	X		

Freedom of Information Request Case Files			X
Minutes - Committees, Boards and Commissions - Open	X		
Minutes - Committees, Boards and Commissions - Closed			X
Policies and Procedures	X		
Proclamations	X		
Reports to Council – Closed Meetings			X
Reports to Council – Open Meetings	X		
<b>Licence Office</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
Business Licensing Statistics	X		
Licences - Applications (Business, Liquor, Commercial Vehicle, etc.)			X
Licences - Approved (Business, Liquor, Commercial Vehicle, etc.) *by owner or authorized agents		X	
<b>Park Board</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
Program Applications/Registrations			X
Event Sponsorship Case Files			X
Facility Administration Records			X
Film Permit - Approved			X
Film Permit Application			X
Incident Reports			X
Park Development Projects - Case Files			X
Park Donations/Memorials - Case Files			X
Parks - Trees Maintenance			X
Patron Information			X
Recreation Programs/School/Camps – Applications/Registrations			X
Subsidized Programs - Case Files			X
<b>Real Estate, Environment and Facilities Management</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>

City Owned Properties List	X		
Real Estate/Property Appraisals			X
<b>Revenue Services</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
Home Owner Grant Status (Claimed/Unclaimed) *by individual home owner	X		
Municipal Tax Sales			X
Property Tax Report	X		
Utilities (Water, Sewer, Garbage, etc.) Paid *by individual home owner	X		
<b>Risk Management</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
Claims - Case Files			X
Insurance Policies			X
<b>Vancouver Fire Rescue Services</b>			
	<b>Routine Release (no fee)</b>	<b>Routine Release (fee)</b>	<b>FOI Request Required</b>
False Alarm Data			X
Fire Incident Report		X	
Inspections/Re-inspections			X
Motor Vehicle Incident/ Medical Incident Report		X	
Vancouver Emergency Preparedness Plans	X		