



ADMINISTRATIVE SERVICES DEPARTMENT PROCEDURES MANUAL

Requests for Access to Records

BACKGROUND:

The *Freedom of Information and Protection of Privacy Act* (FOIPPA), through its access and privacy provisions, addresses some fundamental principles upon which our society is based. The access provisions ensure that governments and public institutions conduct themselves in an open and accountable manner. Citizens are able to participate actively and vigorously in a democracy by having the same access to information that the decision makers have, subject to legislative limits.

Some records contain information that should not be disclosed on a routine basis. In such cases, we must withhold or may have the discretion to withhold information, subject to the specific and limited exceptions to disclosure. The determination of whether to withhold or release the information must be done by means of careful analysis and interpretation of the *Act*. This determination is conducted by the Corporate Officer.

PROCEDURE:

- When you receive a request for access to documents refer to the “Frequently Requested Documents List” attached to determine if a Freedom of Information (FOI) Request is required or if it can be routinely released.
 - If you are uncertain whether or not it should be released, check with the Corporate Officer.
 - If the document is classified as routinely released and available on our website, inform the requestor that they can access the information in that location.
 - If the document is routinely released, and the preference is for a printed copy, charges as set out in the “Town of Gibsons Document Fees Bylaw No. 756, 1995” must be charged. A copy of this bylaw is attached for convenience only. Prior to assessing charges, verify that you are working from the most recent version of the bylaw.
- All Freedom of Information requests must go through the Corporate Officer. A FOI Request form is available on the Town’s website or in the following folder: G:\1300-1599 Information Systems and Services\1490 Records Management\09 Forms and Templates\20 Forms\Corporate. A copy is attached for convenience.



TOWN OF GIBSONS

Frequently Requested Documents

The following list identifies some of the most common record types that are routinely available to the public and includes categories of both routinely available records as well as those requiring a request under the *Freedom of Information and Protection of Privacy Act*. The list should be used to help determine whether or not a particular record can be released routinely or whether a more formal review is required. It is by no means an exhaustive listing and is meant only as a guide.

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
A			
Access to Information Requests (FOIPPA)	Administration		√
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 Case Files	Finance		√
Administration - Organization Charts	Administration	√	
Advertising - Statutory Notices for Public Hearings, DVP, etc.	Administration	√	
Advertising - Other		√	
Agendas - Advisory Committees, Boards and Commissions of Council		√	
Agendas - Council, Special Committees, etc. - Open Meetings	Administration	√	
Agendas - Council, Special Committees, etc. - Closed Meetings	Administration		√
Agreements	Administration		√
Application Forms (completed) - Various			√
Agricultural Land Commission - Individual Case Files	Planning		√
Arbitration Decisions	Human Resources		√
Assessment Roll/Information – The public is to contact BC Assessment directly	Finance		
Audits/Auditor's Reports	Finance		√
Awards - Nomination Forms/Applications	Administration		√
B			
Benefits – Employee	Human Resources		√

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Board of Variance - Applications and supporting documents	Planning		√
Board of Variance - Minutes and Agendas	Planning	√	
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 of Rejection	Building		√
Building Plans/Drawings	Building		√
Building Regulations and General Information	Building	√	
Buildings - Individual Case Files	Building		√
Buildings - Municipally Owned - Individual Case Files			√
Burning Permits	Fire	Refer to SCRD	
Business Licenses - General Information	Business Licensing	√	
Business Licenses - Applications	Business Licensing		√
Business Licenses - Individual Case Files	Business Licensing		√
Bylaws - Adopted	Administration	√	
Bylaws - Draft	Administration		√
Bylaw - Enforcement/Complaints	Bylaw Enforcement		√
C			
Chauffeurs' Permits - see Commercial Vehicle Licenses/Permits			
Cheques/Cheque Requisitions	Finance		√
Circulars, Directives, Orders	Administration	√	
Claims - General Information	Administration	√	
Claims - Individual Case Files	Administration		√
Classifications - Jobs	Human Resources		√
Collective Agreements - Draft	Human Resources		√
Collective Agreements - Final		√	
Commercial Vehicle Licenses/Permits			√
Committee Appointments - Applications	Administration		√

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Committees - Internal/Staff - Agendas/Minutes			√
Committees, Commissions, Boards - Agendas/Minutes	Administration	√	
Competitions - Jobs	Human Resources		√
Complaints			√
Contracts/Agreements/Leases	Administration		√
Council - Financial Disclosure Forms	Administration	√	
Council - Indemnities/Remuneration	Administration	√	
Council - Personal Information (i.e., home address)	Administration		√
Council Meetings - Minutes/Agendas/Reports - Closed (In Camera) Meetings	Administration		√
Council Meetings - Minutes/Agendas/Reports - Open Meetings	Administration	√	
Council Resolutions - Closed (In Camera) Meetings	Administration		√
Council Resolutions - Open Meetings	Administration	√	
Court of Revision - Elections - Agendas/Minutes	Administration	√	
Court of Revision - Frontage Tax - Agendas/Minutes	Administration	√	
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 Variance Permits	Planning	√	
Development Permits & Development Variance Permits - Applications	Planning		√
Development Permits & Development Variance Permits - Individual Case Files	Planning		√
Dog Licenses			√
E			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	√	
Elections - List of Registered Electors	Administration		√
Elections - Campaign Financing Disclosure Forms	Administration	√	
Elections - Nomination Papers	Administration	√	
Elections - Results	Administration	√	
Electrical Permits/Certificates - see Building Permits	Building		
Emergency Measures - Business Recovery Plans	Administration		√

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Emergency Measures - Town's Emergency Plan	Administration		√
Employee Benefits	Human Resources		√
Employee Classification		√	
Employees - Individual Case Files - Union Employees - Current	Human Resources		√
Employees - Individual Case Files - Union Employees - Terminated	Human Resources		√
Employees - Individual Case Files - Non-Union Employees	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			√
Filming Permits		√	
Financial Audits	Finance		√
Financial Disclosure Forms - Council	Administration	√	
Financial Disclosure Forms - Employees	Administration		√
Financial Statements	Finance	√	
Fire Incident Reports	Fire	Refer to SCRD	
Fire Cause Determination Reports	Fire	Refer to SCRD	
Fire Inspection Reports	Fire	Refer to SCRD	
First Aid/WCB Reports	Human Resources		√
Freedom of Information and Protection of Privacy - Individual Requests for Information/ Change of Personal Information	Administration		√
G			
Garbage Collection/Recycling Calendar	Engineering	√	
Geographic Information System (GIS) - Database and Mapping Information	Engineering	√	
Government Protocols and Cost-Sharing Agreements	Administration		√
Grants from the Town - General Information	Administration	√	
Grants from the Town - Requests/Applications	Administration		√
Grants to the Town - General Information	Administration	√	
Grievances - Individual Case Files	Human Resources		√
H			
Heating Permits - see Building Permits	Building		

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
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 (includes Electrical, Heating and Plumbing)	Building		√
Inspection Reports - Fire	Fire	Refer to SCRD	
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	Administration		√
Leases	Administration		√
Legal Opinions	Administration		√
Legal Opinions - Invoices/Costs	Administration		√
Licenses - General Information	Business Licensing	√	
Licenses - Applications	Business Licensing		√
Licenses - Individual Case Files	Business Licensing		√
Liquor Licenses	Business Licensing	√	
Litigation - Individual Case Files	Administration		√
Litigation - Invoices/Costs	Administration		√
Long Term Disability - Individual Case Files	Human Resources		√

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
M			
Management Reviews	Human Resources		√
Minutes - Advisory Committees, Boards and Commission of Council	Administration	√	
Minutes - Council, Special Committees, etc., - Open Meetings	Administration	√	
Minutes - Council, Special Committees, etc., - Closed Meetings	Administration		√
Mission Statement	Administration	√	
N			
News/Media Releases	Administration	√	
Newsletter - Town	Administration	√	
Newsletter - Staff	Administration		√
Nomination Papers - Elections	Administration	√	
Notice of Intent and Demolition	Bylaw Enforcement		√
O			
Occupancy Permits - See Building Permits	Building		
Official Community Plan (OCP)	Planning	√	
Operating Budgets - see Budgets	Finance		
Organization Reviews/Audits	Human Resources	√	
P			
Parade and Banner Permits	Engineering	√	
Parking Permits	Engineering	√	
Parking Tickets/Enforcement	Bylaw Enforcement		√
Payroll	Finance		√
Performance Planning and Review	Human Resources		√
Permits - All Types		√	
Pesticide Use Permits	Engineering	√	
Proclamations	Administration	√	
Property Taxes	Finance	√	
Proposals	Administration		√
Public Hearings - Minutes/Agendas/Notices	Planning	√	
Purchase Orders	Finance		√
Q			
Quotations	Finance		√

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
R			
Reclassifications	Human Resources		√
Remuneration - Council	Administration	√	
Remuneration - Staff	Human Resources	√	
Reports - Annual	Administration	√	
Reports - Financial	Finance	√	
Reports and Statistics	Administration	√	
Reports to Council - Open Meetings	Administration	√	
Reports to Council - Closed (In Camera) Meetings	Administration		√
Rezoning - Applications	Planning		√
Rezoning - General Information	Planning	√	
Rezoning - Individual Case Files	Planning	√	
Rezoning - Notifications	Planning	√	
Rights of Way, Easements	Engineering	√	
S			
Salaries - Employees	Human Resources	√	
Secondary Suites - Complaints	Bylaw Enforcement		√
Secondary Suites - List	Bylaw Enforcement		√
Sign Permits	Planning	√	
Signing Authorities - List	Finance	√	
Signs - Inspections	Planning	√	
Special Events/Occasion Permits	Administration	√	
Speeches	Administration	√	
Staff Meetings (by department) - Minutes and Agendas			√
Staff Reports - Open Meeting		√	
Staff Reports - Closed (In Camera) Meetings			√
Street Use Permits	Engineering	√	
Street Vendor Permits	Engineering	√	
Subdivisions - Applications	Planning		√
Subdivisions - Plans	Planning		√
Survey Certificates	Engineering	√	
T			
Tax Exemptions	Finance	√	

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	FOI REQUEST REQUIRED
Taxation Assessments - General	Finance	√	
Taxes Paid	Finance	√	
Taxi Licenses - see Commercial Vehicle Licenses/Permits			
Telephone Bills	Finance		√
Tenders	Finance	√	
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 and Development 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	√	
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	√	

TOWN OF GIBSONS

BYLAW NO. 756

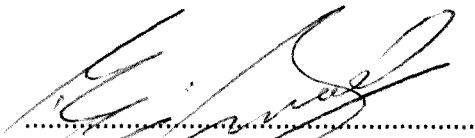
A bylaw to set fees for photocopying charges
and provision of other documents

WHEREAS the Town of Gibsons may, by bylaw, set fees for the purposes set out in Sections 63, 235, 244, 433 and 447 of the Municipal Act, R.S.B.C. 1979, c 290;

NOW THEREFORE the Council of the Town of Gibsons, in open meeting assembled, enacts as follows:

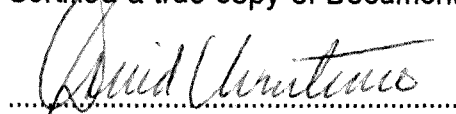
1. This bylaw may be cited for all purposes as "Document Fees Bylaw No. 756".
2. The fees set out for providing documents, information and other services shall be those prescribed in Schedule "A" to this bylaw.
3. All fees shall be paid in advance to the Town of Gibsons in cash or by cheque.
4. Schedule "A" of this bylaw forms a part of this bylaw and is enforceable in the same manner as this bylaw.

READ a first time this 21st	day of February	1995
READ a second time this 7th	day of March	1995
READ a third time this 7th	day of March	1995
ADOPTED this 21st	day of March	1995


.....
T. Eric Small, Mayor


.....
Municipal Clerk

Certified a true copy of Document Fees Bylaw No. 756.


.....
Municipal Clerk

TOWN OF GIBSONS

Schedule "A" to Bylaw No. 756

The fees payable hereunder shall be paid to the Town of Gibsons for the purposes set out in the section of the Municipal Act.

Document	Authority	Cost plus applicable taxes
List of Electors	Section 63	\$0.50 cents per single page
Copies of Minutes Facsimiles	Section 235	\$0.50 cents per single page 8 1/2" x 11" \$5.00 per request to maximum of 10 pages
Copies of Bylaws Subdivision Bylaw Zoning Bylaw Zoning Bylaw Map Official Community Plan Maps and plans Facsimiles	Section 244	\$0.50 cents 8 1/2" x 11" \$0.75 cents 8 1/2" x 14" \$1.00 per 11" x 17" \$50 per copy \$10 per copy \$25 per copy \$20 per copy \$20 per copy \$5 per request to maximum of 10 pages
Copies of Tax Demand Notices	Section 433	\$5
Statement of Outstanding Taxes	Section 447	\$10

/lc
BYLAW.756
14/02/95



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

REQUEST FOR ACCESS TO RECORDS

ARCS NO. 292-30/ 292-40/

NAME OF PUBLIC BODY TO WHICH YOU ARE DIRECTING YOUR REQUEST
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YOUR NAME			
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LAST NAME	FIRST NAME	MIDDLE NAME	OPTIONAL <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> MRS. <input type="checkbox"/> MR. <input type="checkbox"/> OTHER : _____
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YOUR ADDRESS			
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STREET, APARTMENT NO., P.O. BOX, R.R. NO.	CITY / TOWN	PROVINCE / COUNTRY	POSTAL CODE
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YOUR CONTACT INFORMATION		
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DAY PHONE NO. ()	ALTERNATE PHONE NO. ()	E-MAIL ADDRESS
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DETAILS OF REQUESTED INFORMATION	
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INFORMATION REQUESTED (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.)	PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN

ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF SO, PLEASE ATTACH, AS APPROPRIATE: a) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR b) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF.)
--

PREFERRED METHOD OF ACCESS TO RECORDS <input type="checkbox"/> EXAMINE ORIGINAL <input type="checkbox"/> RECEIVE COPY	YOUR SIGNATURE	DATE SIGNED (YYYY MMM DD)
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FOR PUBLIC BODY USE ONLY	
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REQUEST NO.	REQUEST CATEGORY <input type="checkbox"/> ACCESS TO GENERAL INFORMATION (ARCS 292-30/) <input type="checkbox"/> ACCESS TO PERSONAL INFORMATION (ARCS 292-40/)
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REQUEST CODE	DATE RECEIVED (YYYY MMM DD)	NAME OF PUBLIC BODY RECEIVING REQUEST
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• YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.
 • BIRTHDATE AND CORRECTIONS SERVICE NO. ARE REQUIRED TO VERIFY THE INDIVIDUAL REQUESTING THE INFORMATION
 • PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT** AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.