

**City of Maple Ridge  
Commonly Requested Documents**

SUBJECT HEADING	DEPARTMENT OF RECORD	ROUTINE RELEASE	REVIEW* OR FOI REQUEST REQ'D
<b>A</b>			
Access to Information Requests (FOI/POP)	Clerk		√
Accident Reports – Employees	Human Res.		√
Accident Reports – Other	Human Res.		√
Accounts Payable – General Information	Finance	√	
Accounts Payable – Individual Vendors Case Files	Finance		√
Accounts Payable – Invoices	Finance		√
Accounts Receivable – General Information	Finance	√	
Accounts Receivable – Individual Accounts Case Files	Finance		√
Acts and Legislation – may refer public to Library	Clerk	√	
Administration – Organization Charts	Clerk	√	
Advertising - Statutory Notices for Public Hearings, DVP, etc.	Clerk	√	
Advertising – Other	Comm.	√	
Agendas – Advisory Committees, Boards and Commissions of Council	Clerk	√	
Agendas – Council, Special Committees, etc – Open Meetings	Clerk	√	
Agendas – Council, Special Committees, etc – Closed Meetings	Clerk		√
Agreements	Clerk		√
Application Forms (completed) – Various			√
Agricultural Land Commission – Individual Case Files	Planning		√
Arbitration Decisions	Human Res.		√
Assessment Roll/Information	Finance	√	
Audits/Auditor's Reports	Finance		√
Awards – Nomination Forms/Applications	Clerks		√
<b>B</b>			
Benefits – Employee	Human Res.		√
Board of Variance - Applications and supporting documents	Clerk		√
Board of Variance – Minutes and Agendas	Clerk	√	
Bonds and Letters of Credit	Finance		√
Budgets – General Information	Finance	√	
Budgets – Annual	Finance	√	
Budgets – Capital	Finance	√	

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Budgets – Draft	Finance		√
Budgets – Operating – Final	Finance	√	
Budgets – Operating – Provisional	Finance	√	
Budgets – Yearly Financial Report	Finance	√	
Building Permits (includes Plumbing, Heating & Electrical, Occupancy)	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	Parks		√
Burial Permits	Parks	√	
Burning Permits	Fire/Finance	√	
Business Licences	Licenses	√	
Business Licences – Applications	Licenses		√
Business Licences – Individual Case Files	Licenses		√
Bylaws	Clerk	√	
Bylaws – Draft	Clerk		√
Bylaws – Enforcement/Complaints	Licenses/ Bylaws		√
<b>C</b>			
Cemeteries – Burial Permits	Parks	√	
Chauffeurs' Permits – see Commercial Vehicle Licences/Permits	Licenses/ Bylaws		
Cheques/Cheque Requisitions	Finance		√
Circulars, Directives, Orders	Clerk	√	
Claims – General Information	Clerk	√	
Claims – Individual Case Files	Clerk		√
Classifications – Jobs	Human Res.	√	
Collective Agreements – Draft	Human Res.		√
Collective Agreements – Final	Human Rs.	√	
Commercial Vehicle Licences/Permits	Licenses	√	
Committee Appointments – Applications	Clerk		√
Committees – Internal/Staff – Agendas/Minutes	Various		√

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Committees, Commissions, Boards – Agendas/Minutes	Clerk	√	
Competitions - Jobs	Human Res.		√
Complaints	Various		√
Contaminated Site Information	Planning		√
Contracts/Agreements/Leases	Clerk		√
Council - Financial Disclosure Forms	Clerk	√	
Council - Indemnities/Remuneration	Finance	√	
Council - Personal Information (i.e., home address)	Admin.		√
Council Meetings – Minutes/Agendas/Reports – Closed Meetings	Clerk		√
Council Meetings – Minutes/Agendas/Reports - Open Meetings	Clerk	√	
Council Meetings – Minutes/Agendas/Reports – Video and Audio Tapes - Open Meetings	Clerk	√	
Council Meetings – Minutes/Agendas/Reports – Video and Audio Tapes – Closed (In Camera) Meetings	Clerk		√
Council Resolutions – Closed (In Camera) Meetings	Clerk		√
Council Resolutions – Open Meetings	Clerk	√	
Court of Revision – Elections – Agendas/Minutes	Clerk	√	
Court of Revision – Frontage Tax – Agendas/Minutes	Finance	√	
Criminal Record Checks – Staff and Volunteers	RCMP		√ (Federal)
<b>D</b>			
Debt and Debenture	Finance		√
Demographic Data	Economic Dev	√	
Design Guidelines	Planning	√	
Development – Individual Area Plans	Planning	√	
Development Cost Charges	Finance	√	
Development Guidelines	Planning	√	
Development Permits & Development Variance Permits	Planning	√	
Development Permits & Development Variance Permit –Applications	Planning		√
Development Permits & Development Variance Permit –Individual Case Files	Planning		√
Dog Licences	Finance		√

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<b>E</b>			
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	√	
Elections – List of Registered Electors	Clerk		√
Elections – Campaign Financing Disclosure Forms	Clerk	√	
Elections – Nomination Papers	Clerk	√	
Election - Results	Clerk	√	
Electrical Permits/Certificates – see Building Permits	Building		
Emergency Measures – Business Recovery Plans			√
Emergency Measures – City’s Emergency Plan			√
Employee Benefits	Human Res.		√
Employee Classification	Human Res.	√	
Litigation – Invoices/Costs	Clerk		√
Employees – Individual Case Files – Union Employees – Current	Human Res.		√
Employees – Individual Case Files – Union Employees - Terminated	Human Res.		√
Employees – Individual Case Files – Non-Union Employees	Human Res.		√
Employment Applications/Resumes	Human Res.		√
Engineering Project Files	Engineering		√
Expense Accounts – Council/Staff	Finance	√	
Expense Claims – Council/Staff	Finance	√	
<b>F</b>			
Facilities – Municipally-Owned	Parks		√
Filming Permits	Engineering	√	
Financial Audits	Finance		√
Financial Disclosure Forms – Council	Clerk	√	
Financial Disclosure Forms – Employees			√
Financial Statements	Finance	√	
Fire Incident Reports	Fire		√
Fire Cause Determination Reports	Fire		√
Fire Inspection Reports	Fire	√	
First Aid/WCB Reports	Human Res.		√
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	Clerk		√

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<b>G</b>			
Geographic Information System (GIS) – Database and Mapping Information	Info. Services	√	
Government Protocols and Cost-Sharing Agreements			√
Grants from the City – General Information		√	
Grants from the City – Requests/Applications			√
Grants to the City – General Information		√	
Grievances – Individual Case Files	Human Res.		√
<b>H</b>			
Heating Permits – see Building Permits	Building		
Heritage Inventory	Planning	√	
Heritage Revitalization Agreements		√	
Heritage Sites	Planning		√
Homeowner Grants – Provincial	Finance		√
<b>I</b>			
Illegal Suites – Complaints	Bylaws		√
Illegal Suites – List	Bylaws		√
Inspection Reports – Building (includes Electrical, Heating and Plumbing)	Inspections		√
Inspection Reports – Fire	Fire	√	
Inspections – Workers Compensation Board	Human Res.		√
Insurance Policies	Clerk		√
Insurance – Employee Benefits	Human Res.		√
Inventories – Heritage	Planning	√	
Inventories and Asset Control	Finance		√
Invoices	Finance		√
<b>J</b>			
Job Descriptions	Human Res.	√	
Job Evaluations	Human Res.		√
<b>K</b>			
<b>L</b>			
Labour Negotiations	Human Res.		√
Land Sale/Options/Exchange/Transfer	Clerk		√
Leases	Clerk		√
Legal Opinions	Clerk		√
Legal Opinions – Invoices/Costs	Clerk		√
Licenses	Licenses	√	
Licenses – Applications	Licenses		√

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Licenses – Individual Case Files	Licenses		√
Liquor Licences	Licenses	√	
Litigation – Individual Case Files	Clerk		√
Litigation – Invoices/Costs	Clerk		√
Long Term Disability – Individual Case Files	Human Res.		√
<b>M</b>			
Management Reviews	Human Res.		√
Minutes – Advisory Committees, Boards and Commissions of Council	Clerk	√	
Minutes – Council, Special Committees, etc – Open Meetings	Clerk	√	
Minutes – Council, Special Committees, etc – Closed Meetings	Clerk		√
Mission Statement	Admin.	√	
<b>N</b>			
News/Media Releases	Comm..	√	
Newsletter – City	Comm.	√	
Nomination Papers – Elections	Clerk	√	
Notice of Intent and Demolition			√
<b>O</b>			
Occupancy Permits – see Building Permits	Building		
Official Community Plan (OCP)	Planning	√	
Operating Budgets - see Budgets	Finance		
Organization Charts	Clerk	√	
Organization Reviews/Audits	Finance	√	
<b>P</b>			
Parade and Banner Permits	Engineering	√	
Parking Permits	Permits	√	
Parking Tickets/Enforcement	Bylaws		√
Payroll	Human Res.		√
Performance Planning and Review	Human Res.		√
Permits – All Types	Various	√	
Plumbing Permits – see Building Permits	Building		
Police Board – Minutes/Agendas – Open Meetings		√	
Police Board – Minutes/Agendas – Closed (In Camera) Meetings			√
Proclamations	Clerk	√	
Property Taxes	Finance	√	

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Proposals	Clerk		√
Provisional Budget - see Budget	Finance		
Public Hearings – Minutes/Agendas/Notices	Clerk	√	
Purchase Orders	Finance		√
<b>Q</b>			
Quotations	Finance		√
<b>R</b>			
Reclassifications	Human Res.		√
Recreation Programs – General Information	Parks	√	
Recreation Programs – Applications/Registrations	Parks		√
Recreation Surveys	Parks		√
Recycling Calendar	Engineering	√	
Remuneration – Council	Finance	√	
Remuneration – Staff	Finance	√	
Reports – Annual	Admin.	√	
Reports – Financial	Finance	√	
Reports and Statistics	Various	√	
Reports to Council – Open Meetings	Clerk	√	
Reports to Council – Closed (In Camera) Meetings	Clerk		√
Reports – Technical (consultant should include copyright disclaimer within report)	Various	√	
Rezoning – Applications	Planning		√
Rezoning – General Information	Planning	√	
Rezoning – Individual Case Files	Planning		√
Rezoning – Notifications	Planning		√
Rights of Way, Easements	Engineering	√	
<b>S</b>			
Salaries - Employees	Human Res.	√	
Secondary Suites – Complaints	Bylaws		√
Secondary Suites – List	Bylaws		√
Sign Permits	Permits	√	
Signing Authorities – List	Clerk	√	
Signs – Inspections	Permits	√	
Solicitation Permits	Clerk	√	
Special Events/Occasion Permits	Clerk	√	
Speeches	Admin.	√	
Staff Meetings (by Department) – Minutes and Agendas	Various		√
Staff Reports – Open Meetings	Clerk	√	
Staff Reports – Closed (In Camera) Meetings	Clerk		√

**City of Maple Ridge  
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Street Use Permits	Engineering	√	
Street Vendor Permits	Licenses	√	
Subdivisions – Applications	Planning		√
Subdivisions – Plans	Planning		√
Survey Certificates	Building	√	
<b>T</b>			
Tax Exemptions	Finance	√	
Taxation Assessments	Finance	√	
Taxes Paid	Finance	√	
Taxi Licences – see Commercial Vehicle Licences/Permits	Licenses		
Telephone Bills	Finance		√
Tenders	Purchasing	√	
Timesheets (payroll)	Human Res.		√
Traffic Control – Complaints	Engineering		√
Training and Development – General Information	Human Res.	√	
Training and Development – Individual Employee	Human Res.		√
Travel Advances	Finance		√
Travel Allowances and Expenses	Finance	√	
Tree Cutting Applications	Planning		√
Tree Cutting Permits	Planning	√	
<b>U</b>			
Unightly Premises – Complaints	Bylaws		√
<b>V</b>			
Variance Permits – see Development and Development Variance Permits	Planning		
Vehicle Permits – see Commercial Vehicle Licences/Permits	Licenses		
Vendors/Suppliers – Individual Case Files	Purchasing		√
<b>W</b>			
Wages – Staff	Human Res.	√	
Workers Compensation Board (WCB) – Claims	Human Res.		√
Workplace Inspection Reports	Human Res.		√
Work plans (by Department)	Various		√
Works and Services Agreements	Clerk	√	

**City of Maple Ridge  
Commonly Requested Documents**

<b>X, Y, Z</b>			
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	Clerk	√	
Zoning and Rezoning – General Information & Regulations	Planning	√	

*\* 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.*