

## City of Surrey: Routinely Available Information Catalogue 2023

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.

**\*\*A review of Planning and Development records are in progress.\*\***

**Definitions:**

RR - Records are Routinely Released

FOI - Records must go through an FOI request

\$ - fees may be associated for a copy of the record per the City's *Fees Bylaw*

### Planning and Development

	Routine Release	FOI Review
Advertising – Statutory Notices for Public Hearings, DVP, etc.	RR	
Agricultural Land Commission – Individual Case Files		FOI
Approved permits (Development, Building, Electrical, Tree, Temporary Use, etc..)	RR	
Arborist Reports		FOI
As-Built Drawings (Drainage, Sanitary, Water, Roads & Transportation) These are publicly available through external COSMOS.	RR	
Authorized Agents (with written consent of Owner on file) requests records related to Development Applications, Permits, Plans, or Drawings	RR	
Board of Variance – Applications and supporting documents		FOI
Building Inspection Requests (Copy of the Request)		FOI
Building Owners requesting copies of plans, applications, permits.	RR	
Building Non-Owners and Non-Authorized Agents requesting copies of plans, applications, permits.		FOI
Building Permit Summaries (commercial, industrial and residential)	RR	
Building Permits - Inspection Reports/Notices of Rejection *-copies are subject to fees.	RR (\$)	
Building Plans/Drawings - Commercial	RR (\$)	
Building Plans/Drawings - Residential *for owners and authorized agents	RR (\$)	
Building Records Search	RR (\$)	
Building Records Search Fee List	RR	
Community Heritage Register	RR	
Demographic Data	RR	
Development - Statistics (Building permits, Development Approvals, Population Growth)	RR	
Development Cost Charges	RR	
Development Permit Amendment Requests		FOI
Development Permit Applications - In Process List	RR	
Development Permits – Applications		FOI
Development Permits –Individual Case Files		FOI
Development Permits Issued - Summary	RR	
Development Permits/Building Inquiry	RR	

Electrical Safety Review Requests <i>(Includes completed Authorization and Declaration Form and Certificate of Electrical Inspection )</i>		FOI
Environmental Assessments		FOI
Geotechnical Reports		FOI
Heritage Inventory	RR	
Heritage Revitalization Agreements	RR	
Heritage Strategic Plans (Published)	RR	

Land Use Plans - Approved	RR	
Letters of Assurance	RR	
Neighbourhood Heritage Sites	RR	
News/Media Releases	RR	
Official Community Plans (OCP)	RR	
Plugged In Newsletters (Electrical)	RR	
Preliminary Site Plans <i>*only after development application has been submitted, may include specific requests for additional drawings. Will be stamped ' preliminary and subject to change'</i>	RR	
Residential Lots Summary	RR	
Rezoning – Individual Case Files		FOI
Rezoning – Notifications	RR	
Rezoning Applications		FOI
Strata Member Request for Original Building documentation	RR	
Strata Titles - Individual Case Files		FOI
Subdivision - Final Approvals List	RR	
Subdivision Applications in Process List	RR	
Subdivision Plans (not registered in Land Titles)		FOI
Subdivision Plans (registered in Land Titles)	RR (redirected to LTO)	
Subdivision Preliminary Layout Approvals (PLA)		FOI
Subdivisions Plans – Individual Case Files		FOI
Survey Certificates (Buildings)* <i>*-processed and fulfilled by Planning &amp; Development</i>		FOI
Traffic Impact Assessment* <i>(*After it has gone through Council - Introduction as part of Regular Public Hearing)</i>	RR	
Truss Plans		FOI
Zoning and Rezoning – Individual Case Files		FOI
<b>Surrey Libraries</b>		
Annual Reports (Published)	RR	
Applications for volunteer experience: (Coast Capital Reading Buddies/ Teen Library Council Membership/Other)		FOI
Donor information		FOI
Donations - individuals		FOI
Donations - Corporate (Published)	RR	
Facilities Master Plan (Published)	RR	
Information Package for Prospective Library Trustees	RR	
Library Board of Trustees Minutes and Agendas (Published)	RR	
Library Card Membership Information - requests by third party		FOI
Library Card Membership Information - Requests by account holder.	RR	
Library Policy Manual (Published)	RR	
Library Strategic Plan & Operations Achievements (Published)	RR	
Incident Reports (previously called Problem Reports)		FOI
Literacy Day Report (Published)	RR	
Statement of Financial Information (Published)	RR	

<b>Investment and Intergovernmental Relations</b>		
Advanced Manufacturing & Innovation Economy Labour Market Strategy	RR	
Business Licensing Statistics	RR	
Business Outreach Program Information	RR	

Economic Investment Strategy Reports	RR	
Economic Strategy 2017-2027 (Report)	RR	
Investment & Innovation Impact Committee Annual Report	RR	
Surrey Business Directory	RR	
<b>Bylaws</b>		
Bylaw Complaints (Animal, License, Commercial Vehicle, False Alarm, Unsightly Premises, Secondary Suites etc.)		FOI
Bylaw Enforcement Incident Reports		FOI
Bylaw Investigation Case Files		FOI
Licenses - Applications (Business, Liquor, Commercial Vehicle, etc.)		FOI
Licenses - Approved (Business, Liquor, Commercial Vehicle, etc.)	RR	
Parking Tickets - Case files		FOI
Secondary Suite Fee Online Inquiry	RR	
Surrey Animal Resource Centre - Donor information		FOI
<b>Taxes</b>		
Business Improvement Area (BIA) - Individual Property Levy Inquires		FOI
Business Improvement Area (BIA) - Property Ownership Inquiries		FOI
Home Owner Grant Status (Claimed/Unclaimed) - By Individual Home Owner	RR	
Homeowner Grants - Application & Supporting documentation (Pre-2021) <i>*Effective 2021, the City will not receive any applications or documents as the process will now go through the Province</i>		FOI
Municipal Tax Sales	RR	
Property Taxes - Owner inquiry	RR	
Property Taxes - Paid	RR	
Property Tax - Online Inquiry (Assessment, Legal Description, Tax and Utility levy Information)	RR	
Secondary Suite Declaration Form		FOI
Secondary Suite Fee - Online Inquiry	RR	
Surrey Tax Certificates	<a href="#">Access Point Information Canada</a>	/
Tax Assessment Roll Information	<a href="#">BC Assessment</a>	/
Utilities (Water, Sewer, Garbage etc.) Paid	RR	
<b>Finance</b>		
Accounts Payable - Individual Vendors Case Files		FOI
Accounts Payable - Invoices		FOI
Accounts Receivable - Individual Account Case Files		FOI
Annual Report - Final	RR	
Audits/Auditor's Reports		FOI
Bonds and Letters of Credit		FOI
Budgets – Annual/Capital/ Operational (Final)	RR	
Budgets – Yearly Financial Report	RR	
Cheques/Cheque Requisitions		FOI
Debt and Debenture		FOI
Expense Claims - Council/Staff		FOI
Financial Disclosure Forms - Employees		FOI
Financial Reports – Final	RR	
Financial Statements	RR	

Payroll		FOI
Purchase Orders		FOI
Request for Information- (RFI) - Open/Closed	RR	
Request for Proposal (RFP) - Open/Closed	RR	
Request for Proposal (RFP) - Successful Contractor	RR	
Requests for Quotations - (RFQ) (Open/Closed)	RR	
Signing Authorities – List	RR	
Statement of Financial Information (SOFI Report) City/Library	RR	
Surrey City Development Corporation (SCDC) Financial Statements and Annual Report 2007-2019 *2020 Financial Report was not prepared	RR	
SCDC 2020 Audited Financial Statements		FOI
Tenders - Open/Closed	RR	
Timesheets (Payroll)		FOI
Travel Advances		FOI
Vendors/Suppliers – Individual Case Files		FOI
<b>Risk</b>		
Claims - Case Files		FOI
Insurance Performance Reviews		FOI
Insurance Policies		FOI
Newsletters - 1990 - 2002	RR	
Reports		FOI
Risk Register		FOI
<b>Engineering</b>		
10 Year Servicing Plan	RR	
Building Inquiries	RR	
Buildings - Municipally Owned - Individual Case Files		FOI
Calendars - Garbage Collection/Recycling /Organics	RR	
Capital Construction Program - Annual Overview	RR	
City Owned Land - Disposition	RR	
Conveyancing Case Files		FOI
COSMOS, Online Mapping System - External-Facing Content	RR	
Development Cost Charge Front-Ending Agreements		FOI
Development Cost Charge Report	RR	
Development Works Agreements (Part of a published Bylaw)	RR	
Engineering Project Files		FOI
Inspection Reports		FOI
Latecomer Agreements		FOI
Permits - Applications		FOI
Permits - Approved	RR	
Permitted Soil Disposition Sites	RR	
Petitions - Signed (Includes Local Area Service (LAS), Traffic Calming and Parking)		FOI
Properties Available for Sale to General Public	RR	
Real Estate/Property Appraisals		FOI
Roads and Street Case Files		FOI
Sanitary Sewer Case Files		FOI
Servicing Agreements		FOI
Service Requests - Archive (Open Data)	RR	

Subdivision Plans (registered in Land Titles)	RR	
Survey/Water Utility Case Files		FOI
Survey Certificates	RR	
Traffic Control – Complaints		FOI
Traffic - Legal Operation Request	RR (\$)	
Traffic - Signal Timing Data Request	RR (\$)	
Traffic Counts	RR	
Traffic Volume Data	RR	
<b>Fire</b>		
Community Property Safety Team Records		FOI
Construction Fire Safety Plan - Review		FOI
Electrical and Fire Safety Initiative (EFSI) Case files		FOI
Emergency Dispatch Recordings for Incident		FOI (\$)
False Alarm		FOI
Fire Burning Application and Permit		FOI
Fire Hall Tour Records		FOI
Fire Incident Investigation Reports and Photos		FOI (\$)
Fire Safety Plans - Review		FOI
Fire Services Incident Questionnaire		FOI (\$)
Fireworks Application and Permit		FOI
Food Truck Inspections		FOI
Homesafe Program Files		FOI

Inspections/Re-inspections		FOI
Motor Vehicle Incident/ Medical Incident Report		FOI (\$)
No Access Information		FOI
Occupant Load Information Sheets		FOI
Orders to Comply		FOI
Pre-incident Plans		FOI
Fire Services Comfort Letters	RR (\$)	
Responsibility Notice/Fire Patrol		FOI
Surrey Emergency Program (SEP) Preparedness Plans		FOI
<b>*\$ - Records may be released for a fee but must go through an FOI review prior to release</b>		
<b>HR</b>		
Accident Reports – Employees/Public		FOI
Arbitration Decisions		FOI
Collective Agreements – Draft		FOI
Collective Agreements – Final	RR	
Employee Programs	RR	
Employees – Individual Case Files		FOI
Health & Safety Standards	RR	
Job Competitions – Case files		FOI
Job Descriptions	RR	
Job Evaluations		FOI
Job Postings/Advertisements	RR	
Labour Negotiations		FOI
Salaries - Individual Employees - Over \$75,000 in year reported	RR	
Salaries - Individual Employees - Under \$75,000 in the year reported		FOI
Salary Range By Classification – Employees (CUPE)	RR	
Workers Compensation Board (WCB) – Case files		FOI
<b>Parks, Recreation and Culture (PRC)</b>		
Arts and Heritage - Program Applications/Registrations		FOI
Cemetery - Locate A Loved One - Internments By Surname	RR	
Cemetery Records		FOI
Contracts		FOI
Cultural Plan	RR	
Event Sponsorship Case Files		FOI
Facility Administration Records		FOI
Festival/Special Events - Donation Case Files		FOI
Festival/Special Events - Sponsorship - Published List	RR	
Film Permit - Approved	RR	
Film Permit Application		FOI
Filming - List of Productions filmed in Surrey	RR	
Incident Reports		FOI
Natural Area Management Plan - Finalized	RR	
Park Development Projects - Case Files		FOI
Park Development Projects -List of Completed	RR	
Park Donations/Memorials - Case Files		FOI
Parks - Trees Maintenance		FOI
Parks Standard Construction Document	RR	
Parks Statistics	RR	



Patron Information		FOI
PRC Strategic/Master Plans - Finalized	RR	
Recreation Programs/School/Camps – Applications/Registrations		FOI
Student Employees - Individual Case Files		FOI
Subsidized Programs - Case Files		FOI
Surrey Civic Treasure Award program - Award Recipients	RR	
Surrey Civic Treasure Award program - Case Files		FOI
Surrey Sport and Tourism Strategy - Finalized	RR	
Urban Forest and Park Natural Area Plans - Finalized	RR	
Volunteers - Individual Case files		FOI
<b>Legislative Services</b>		
Awards – Nomination Forms/Applications		FOI
Awards - Finalized	RR	
Board of Variance - Applications and supporting documents	RR	
Board of Variance - Minutes and Agenda Summary	RR	
Board of Variance - Complete Agenda Package		FOI
Bylaws - Approved* <i>*Bylaws with Personal Information are redacted to protect the Personal Information</i>	RR	
Bylaws – Draft		FOI
Committees, Boards and Commissions – Applications		FOI
Complaints		FOI
Corporate File Plan	RR	
Corporate Records Toolkit	RR	
Council – Financial Disclosure Forms (Redacted Version)	RR	
Council – Minutes, Agendas, Reports, Resolutions - Open Meetings	RR	
Council – Minutes, Agendas, Reports, Resolutions – Closed Meetings		FOI
Council – Personal Information (i.e. home address)		FOI
Council Indemnities/Remuneration	RR	
Council Meeting Package - Zoning and Rezoning – Public Hearing Notices/ Agendas/Reports to Council/ Letters of Support or Objections (Redacted Version)	RR	
Election – Results	RR	
Elections - List of Registered Electors		FOI
Elections – Campaign Financing Disclosure Forms	<a href="https://contributions.electionsbc.gov.bc.ca/pcs/Local.aspx">Accessible through - https://contributions.electionsbc.gov.bc.ca/pcs/Local.aspx</a>	
Elections - Nomination Papers	RR	
Freedom of Information Request Case Files		FOI
Grants from the Municipality - Approved	RR	
Grants from the Municipality – Request/Applications		FOI
Minutes - Committees, Boards and Commissions - Open	RR	
Minutes - Committees, Boards and Commissions - Closed		FOI
Petitions to Council		FOI
Policies and Procedures	RR	
Proclamations	RR	

Reports to Council – Closed Meetings		FOI
Reports to Council – Open Meetings	RR	
<b>Legal</b>		
Legal Advice		FOI
Legal Costs/Invoices		FOI
Legal Opinions		FOI
Litigation – Individual Case Files		FOI
Litigation – Invoices/Costs		FOI
<b>Public Safety</b>		
Project IRIS (Integrated Resources for Investigations and Safety) Registry		FOI
Public Safety Strategy	RR	
Public Safety Priority Initiatives	RR	
Crime Prevention and Reduction Project Files		FOI