

City of Quinte West Comprehensive File Directory

Classification	Title	Category
A00	Administration – General	Exemptions
A01	Associations & Organizations	Exemptions
A02	Staff Committees & Meetings	Exemptions
A03	Computer/Information Systems	Exemptions
A04	Conferences & Seminars	Fully Accessible
A05	Consultants	Exemptions
A06	Inventory Control	Fully Accessible
A07	Office Equipment & Furniture	Fully Accessible
A08	Office Services	Fully Accessible
A09	Policies & Procedures	Fully Accessible
A10	Records Management	Exemptions
A11	Records Disposition	Fully Accessible
A12	Telecommunications Systems	Fully Accessible
A13	Travel & Accommodation	Fully Accessible
A14	Uniforms & Clothing	Fully Accessible
A15	Vendors & Suppliers	Exemptions
A16	Intergovernmental Relations	Exemptions
A17	Accessibility of Records (FOI)	Exemptions
A18	Security	Exemptions
A19	Facilities Construction & Renovations	Exemptions
A20	Building & Property Maintenance	Exemptions
A21	Facilities Bookings	Exemptions
C00	Council, Boards & By-laws – General	Fully Accessible
C01	By-laws	Fully Accessible
C02	By-laws – Other Municipalities	Fully Accessible
C03	Council Agenda	Fully Accessible
C04	Council Minutes	Exemptions
C05	Council Committee Agenda	Fully Accessible
C06	Council Committee Minutes	Exemptions
C07	Elections	Exemptions
C08	Goals & Objectives	Fully Accessible
C09	Motions & Resolutions	Fully Accessible
C10	Motions & Resolutions – other	Fully Accessible
C11	Committee Appointments	Fully Accessible
C12	Committee Appointments – joint	Fully Accessible
C13	Reports to Council	Exemptions
D00	Development & Planning – General	Exemptions
D01	Demographic Studies	Fully Accessible
D02	Economic Development	Exemptions
D03	Environmental Planning	Exemptions

D04	Residential Development	Exemptions
D05	Natural Resources	Fully Accessible
D06	Tourism Development	Fully Accessible
D07	Condominium Plans	Fully Accessible
D08	Official Plans	Fully Accessible
D09	Development Applications – Zoning & OP	Exemptions
D10	Severances	Exemptions
D11	Site Plan Control	Exemptions
D12	Sub-division Plans	Exemptions
D13	Variances	Exemptions
D14	Zoning Compliance & Information	Exemptions
D15	Easements	Exemptions
D16	Encroachments	Exemptions
D17	Annexation/Amalgamation	Exemptions
D18	Community Improvement Projects	Fully Accessible
D19	Municipal Statistics	Fully Accessible
D20	Reference Plans	Exemptions
D21	Housing Rehabilitation	Exemptions
D22	Development Promotion	Exemptions
D23	Municipal Addressing	Fully Accessible
D24	Industrial/Commercial Development	Exemptions
D26	Agricultural Development	Exemptions
D27	Background Reports – Official Plan	Exemptions
E00	Environmental Services – General	Exemptions
E01	Sanitary Sewers	Fully Accessible
E02	Storm Sewers	Fully Accessible
E03	Treatment Plants	Exemptions
E04	Trees	Fully Accessible
E05	Environmental Monitoring	Exemptions
E06	Utilities	Fully Accessible
E07	Waste Management	Exemptions
E08	Water Works	Exemptions
E09	Municipal Drains	Exemptions
E10	Water/Sewer – sales to external municipalities	Exemptions
E11	Water/Sewer – MOE approvals	Exemptions
E13	Private Sewage Disposal Systems	Exemptions
F00	Finance – General	Exemptions
F01	Accounts Payable	Exemptions
F02	Accounts Receivable	Exemptions
F03	Audit	Exemptions
F04	Banking	Exemptions
F05	Budgets & Estimates	Exemptions
F06	Assets	Exemptions
F07	Cheques	Exemptions
F08	Debentures, Bonds	Exemptions
F09	Employee & Council Expenses	Exemptions

F10	Financial Statements	Exemptions
F11	Grants & Loans	Exemptions
F12	Investments	Exemptions
F13	Journal Vouchers	Exemptions
F14	Subsidiary Ledgers/Registers/Journals	Exemptions
F15	General Ledgers & Journals	Exemptions
F16	Payroll	Exemptions
F17	Purchase orders & Requisitions	Exemptions
F18	Quotations & Tenders	Exemptions
F19	Receipts	Exemptions
F20	Reserve Funds	Exemptions
F21	Revenues (includes HST)	Exemptions
F22	Assessment/Tax Rolls	Exemptions
F23	Write offs	Exemptions
F24	Trust Funds	Exemptions
F25	Security Deposits	Exemptions
F26	Working Papers	Exemptions
H00	Human Resources – General	Exemptions
H01	Attendance & Scheduling	Exemptions
H02	Benefits	Exemptions
H03	Employee Records	Personal Info Bank
H04	Health & Safety	Exemptions
H05	Human Resource Planning	Exemptions
H06	Job Descriptions	Fully Accessible
H07	Labour Relations	Exemptions
H08	Organization	Fully Accessible
H09	Salary Planning	Exemptions
H10	Pension Records	Personal Info Bank
H11	Recruitment	Personal Info Bank
H12	Training & Development	Exemptions
H13	Claims	Personal Info Bank
H14	Grievances	Personal Info Bank
L00	Legal Affairs – General	Exemptions
L01	Appeals & Hearings	Exemptions
L02	Claims against the Municipality	Exemptions
L03	Claims by the Municipality	Exemptions
L04	Contracts & Agreements (Major)	Exemptions
L05	Insurance Appraisals	Exemptions
L06	Insurance Policies	Exemptions
L07	Land Acquisition & Sale	Exemptions
L08	Opinions & Briefs	Exemptions
L09	Precedents	Exemptions
L10	Federal Legislation	Fully Accessible
L11	Provincial Legislation	Fully Accessible
L12	Vital Statistics	Personal Info Bank
L13	Prosecutions	Personal Info Bank

L14	Contracts & Agreements (Simple)	Exemptions
L15	Road Closing/Opening/Widening	Exemptions
L16	Leases	Exemptions
M00	Media & Public Relations – General	Fully Accessible
M01	Advertising	Fully Accessible
M02	Ceremonies & Events	Fully Accessible
M03	Charitable Campaigns/Fund Raising	Fully Accessible
M04	Complaints, Inquiries, Commendations	Exemptions
M05	News Clippings	Fully Accessible
M06	News Releases	Fully Accessible
M07	Publications	Fully Accessible
M08	Speeches & Presentations	Fully Accessible
M09	Visual Identify and Insignia	Fully Accessible
P00	Protection & Enforcement – General	Exemptions
P01	By-law Enforcement	Personal Info Bank
P02	Daily Occurrence Logs	Exemptions
P03	Emergency Planning	Exemptions
P04	Hazardous Material	Fully Accessible
P05	Incident/Accident Reports	Personal Info Bank
P06	Building & Structural Inspections	Fully Accessible
P08	Investigations	Personal Info Bank
P09	Lottery Licences	Exemptions
P10	Building/Plumbing Permits	Exemptions
P11	Permits – Other	Exemptions
P14	Animal Control	Exemptions
P15	Community Protection Programs	Exemptions
P16	Emergency Services	Personal Info Bank
R00	Community & Leisure Services – General	Fully Accessible
R01	Heritage Preservation	Fully Accessible
R02	Library Services	Exemptions
R03	Museum & Archival Services	Exemptions
R04	Parks Management	Exemptions
R05	Facilities Management	Fully Accessible
R06	Programming Management	Fully Accessible
R08	Trenton Historical Documents	Fully Accessible
S00	Social & Health Care Services – General	Exemptions
S01	Children’s Day Nursery Services	Personal Info Bank
S02	Elderly Assistance	Exemptions
S03	Homes for the Aged	Personal Info Bank
S08	Public Health	Exemption
S09	Cemetery Records	Exemption
T00	Transportation Services – General	Fully Accessible
T01	Illumination (Streetlights)	Exemptions
T02	Parking	Fully Accessible

T03	Public Transit	Fully Accessible
T04	Road Construction	Fully Accessible
T05	Road Design & Planning	Fully Accessible
T06	Road Maintenance	Fully Accessible
T07	Signs & Signals	Fully Accessible
T08	Traffic	Fully Accessible
T09	Railways	Fully Accessible
T10	Pits & Quarries	Fully Accessible
T11	Bridges	Fully Accessible
V00	Vehicles & Equipment – General	Fully Accessible
V01	Fleet Management	Fully Accessible
V02	Mobile Equipment	Fully Accessible
V03	Transportable Equipment	Fully Accessible
V04	Protective Equipment	Fully Accessible