



Directory of Routinely Available Information

Last Revised:

July 2026

Introduction

The following information is available without a formal, written request for access to records (FOI request), pursuant to Section 70 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please feel free to contact the department indicated to view or receive a copy of any of these records (see department contacts below). A fee for producing the record(s) may apply in accordance with the District's [Fees and Charges Bylaw](#). Please note that a wide range of DNV records and information is available on the District's website at www.dnv.org.

Information not listed here can be requested through the [Freedom of Information \(FOI\) requests](#) page on the DNV website, or by emailing to records@dnv.org. These requests will be handled in accordance with FOIPPA.

Department Contacts

Bylaw Enforcement: bylaws@dnv.org, 604-990-2400

Communications: communications@dnv.org, 604-990-2311

Community Planning: cp2@dnv.org, 604-990-2311

Corporate Services: input@dnv.org, 604-990-2211

Development Planning: planning@dnv.org, 604-990-2311

Engineering: eng@dnv.org, 604-990-2450

Film Office: filming@dnv.org, 604-990-2437

Finance: finance@dnv.org, 604-990-2411

Front Desk: infoweb@dnv.org, 604-990-2311

Human Resources: hrm@dnv.org, 604-990-2214

Legislative Services: input@dnv.org, 604-990-2211

North Shore Emergency Management (NSEM): nsem@nsem.ca, 778-338-6300

Parks: parksd@dnv.org, 604-990-3800

Properties, Permits and Planning (PPP) – building@dnv.org, 604-990-2480

Purchasing – purchasing@dnv.org, 604-990-2311

Revenue and Taxation – propertytax@dnv.org, 604-990-2411

(For departments not listed here, please contact Front Desk at infoweb@dnv.org, or 604-990-2311)

* - Only the actual permit/licence document that must be posted by applicant can be released. Supporting documentation must be requested through FOI process.

Routinely Available Information by Type

A

Accounts Payable (general information) Finance

Accounts Receivable (general information) Finance

Agendas

Advisory Committees *respective departments*

Board of Variance Legislative Services

Committee of the Whole Legislative Services

Council Meetings Legislative Services

Council Workshops Legislative Services

Finance and Audit Committee Finance

Parcel Tax Roll Review Panel Legislative Services

Public Hearings Legislative Services

Annual Municipal Report Corporate Services

Audited Financial Statements Finance

Administration Structure (Organization Charts) Human Resources

Awards

Civic Recognition Legislative Services

Nominations Legislative Services

B

Building Permits*	Properties, Permits and Planning
Building regulations and general information	Properties, Permits and Planning
Business Licences*	Properties, Permits and Planning
Bylaw Notice Dispute Hearings (Adjudication)	Legislative Services/website
Bylaws (except OCP and Zoning Bylaw)	Legislative Services

C

Collective Agreements (final)	Human Resources
Council Contact Information	Legislative Services
Council Meeting Schedule	Legislative Services
Council Policies	Legislative Services
Council Remuneration, Expenses and Contracts	Finance
Claims (general information)	Legal/Risk Management
Community Report	Communications

D

Development Permits*	Properties, Permits and Planning
Development Variance Permits*	Properties, Permits and Planning
Disclosure Statements (<i>Community Charter, s. 106 – Gifts</i>)	Legislative Services
Drainage Permits*	Properties, Permits and Planning

E

Election Results	Legislative Services
Electrical Load Calculation*	Properties, Permits and Planning
Emergency Plan	North Shore Emergency Management (NSEM)

F

Film Permits	Film Office
Financial Disclosures (<i>Financial Disclosure Act</i>)	Legislative Services
Financial Plan	Finance

G

Garbage Calendar	Front Desk
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H

Heritage Registry	Community Planning
Highway Use Permit*	Engineering

I

Inspection Reports	Properties, Permits and Planning
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J

Job Competitions (not applicant information)	Human Resources
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L

Latecomer Agreements	Engineering
List of Licensed Businesses	Bylaw Enforcement
Letters of Assurance	Properties, Permits and Planning

M

Minutes

Advisory Committee	<i>respective departments</i>
Board of Variance	Legislative Services
Committee of the Whole	Legislative Services
Council Meetings	Legislative Services
Finance and Audit Committee	Legislative Services
Parcel Tax Roll Review Panel	Legislative Services
Public Hearings	Legislative Services
Media Releases	Communications

N

Newspaper – Notices	Communications
Notices - Council meetings and public hearings	Legislative Services
Nomination Papers – Elections	Legislative Services

O

Official Community Plan Development Planning

Organizational Charts Human Resources

P

Permissive Tax Exemptions Legislative Services

Policies – Corporate Legislative Services/website

Policies – Administrative Legislative Services

Policies – Operational *respective departments*

Procedures and manuals *respective departments*

Placards Properties, Permits and Planning

Plumbing Card* Properties, Permits and Planning

Public Hearings (public binder material) Legislative Services

R

Requests for Proposals (not the submissions) Purchasing

Rezoning (general information) Development Planning

Rights of Way/Easements Engineering

S

Servicing Agreements Engineering

Statement of Financial Information (SOFI) Report Finance/website

Street Use Permit* Engineering

T

Tax Certificate (to homeowner) Revenue and Taxation

Tax Exemptions Revenue and Taxation

U

Utilities Rates Revenue and Taxation

Z

Zoning (general information and regulations) Development Planning