

## **Appendix “A”**

### **Routine Access Records**

This appendix provides the list of records that the Department will routinely release within the scope of this policy. Requests for records will be handled by the Department’s FOIPOP Administrator or within the Divisions, as indicated, where procedures already exist.

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#### **Resources Corporate Service Unit**

##### **Financial Information**

- Audits of Programs (final audit)
- Expense Claim (individual monthly travel expense claims for a three month period within the current fiscal year and for a maximum of three individuals in one department at any one time)
- Detailed expenditure reports, by main categories, (e.g. salaries, travel, etc.) for a maximum of three per fiscal year
- Ministerial monthly expense summary (provided to Executive Council Office)
- Cost of contracts for goods and services
- Overtime expenditures (current year-to-date) for specific Branches or Divisions
- Cost of sending a delegation out of the province or the country
- Cost of special or specific events (i.e. conferences, luncheons, workshops, training, etc. within three months of event having taken place)
- Contracts for construction and/or renovations of Natural Resources facilities
- Cost of renovations for specific offices carried out within the previous six months

*(note: detailed analysis of budget codes not included for routine access)*

##### **Human Resources Information**

- Organizational charts (without names and subject to security issues)
- Generic information of benefits and hours of work
- Position job descriptions, pay scale, classification of positions
- Union v non-unionized positions
- Secondment agreements, both within government and outside government (excluding personal information)
- Personal service contracts of individuals not appointed pursuant to the Civil Service Act [excluding personal information and trade (service or product) trade secrets]
- Department attendance management statistics (excluding personal information)
- Hiring process:
  - ▶ # of applicants per competition
  - ▶ # of persons interviewed / eligible for interview
  - ▶ Identity of selection panel (to persons interviewed only)
  - ▶ Screening criteria contained in the job posting
  - ▶ Name of successful candidate, once offer has been accepted

## **General** (*Contact: Specific Branch*)

- Statistics: The Department of Natural Resources, through its various divisions, will provide readily available statistics upon verification that the information does not have personal information
- Annual Reports
- Policies
- Licence, Permits and Approvals (confirmation only, that a person (includes a corporation) has a current licence, permit or approval)
- Records submitted by a third party in response to or as part of a formal public consultation process
- Public surveys
- Publically tendered contracts
- Speeches by Minister or Deputy Minister (with a check against delivery statement)

## **Land Services Branch**

- Grant Petition Papers (20 years) (*Contact: Provincial Crown Lands Record Centre*)
- Land Purchase Files: Appraised Values and Certificates of Title for completed land purchase files (*Contact: Land Services Branch*)
- Licence, Permits and Approvals (confirmation only, that a person has a current license, permit or approval) (*Contact: Land Services Branch*)

## **Mineral Resources Branch**

- Mineral, Petroleum, Treasure Trove & Underground Hydrocarbon Storage Tenure Status (*Contact: Mineral and Petroleum Titles*)
- Historic Mine Plan information (*Contact: Mineral Development and Management Division*)
- Index of Registered Agreements on Mineral, Petroleum, Treasure Trove & Underground Hydrocarbon Storage (index available for viewing only) (*Contact: Mineral and Petroleum Titles*)

## **Planning Secretariat**

*(see Appendix B - publically available information is actively disseminated)*

## **Regional Services Branch**

- Warnings / Summons (personal information severed)
- Flight Logs (enforcement and personal information severed)
- Inspection Reports (personal information severed)
- Forestry lease agreements
- Current stumpage rates

## **Renewable Resources Branch**

### ***Parks and Recreation***

- Completed Park Management Plans (less than 10 years old)
- Operating Standards
- Design Standards
- Parks Property Database (contains information on size and designation of each property)

### ***Wildlife***

- Circus Inspections
- Monitoring Results from Wildlife Habitat and Watercourse Protection Regulations
- Annual Data Collected and Summarized (not otherwise indicated in Appendix A)