

City of Coquitlam Routinely Disclosed Records

Record Type	Source of Record	Routine Release	FOI Required
A			
Accident Reports - Employees	Human Resources		√
Accident Reports - Residents	Parks, Recreation & Culture		√
Accident Reports - staff	Various		√
Accounts Payable - General Information	Financial Services	√	
Accounts Payable - Individual Vendors Case Files	Financial Services		√
Accounts Payable - Invoices	Financial Services		√
Accounts Receivable - General Information	Financial Services	√	
Accounts Receivable - Individual Account Case Files	Financial Services		√
Acts and Legislation	City Clerk's Office	√	
Advertising - electronic copies of photographs or graphics used in City's advertising	Corporate Communications		√
Advertising - Public Relations for Open Houses, Committee Recruitment, Events	City Clerk's Office	√	
Advertising - published newspaper ads, brochures, leisure guides	Corporate Communications	√	
Advertising - Statutory Notices for Public Hearings, Land disposal, Liquor Licences, 879 Consultations, Council Meetings, Elections	City Clerk's Office	√	
Advertising - un-published or draft materials	Corporate Communications		√
Agendas - Closed (in-camera) - Advisory Committees, Boards and Commissions of Council	City Clerk's Office		√

Agendas - Closed (in-camera) Council and Standing Committees	City Clerk's Office		√
Agendas - Regular - Advisory Committees, Boards and Commissions of Council	City Clerk's Office	√	
Agendas - Regular - Council, Council-in-Committee, and Standing Committees	City Clerk's Office	√	
Agreements (see Contracts)	City Clerk's Office		√
Agricultural Land Commission - Individual Case Files	Planning & Development		√
Alternative Appeal Process Petitions (Local Area Services)	City Clerk's Office		√
Animal Shelter Statistics	Legal & Bylaws Services	√	
Annual Plan	Corporate Planning	√	
Annual Report	Financial Services	√	
Application Forms - blank	Various	√	
Application Forms - completed	Various		√
Arbitration Decisions	Human Resources		√
As built Drawings for City infrastructure	Engineering & Public Works	√	
Assessment Information	Financial Services	√	
Audits/Auditor's Reports	Financial Services		√
B			
Benefits - Employee - General Information (benefits all employees receive)	Human Resources	√	
Benefits - Employee - Individual Choice Information	Human Resources		√
Bid Opportunities - List of Closed Opportunities	Financial Services	√	
Board of Variance - Applications and supporting documentation contained within the agenda	City Clerk's Office	√	
Board of Variance - Minutes	City Clerk's Office	√	
Bonds and Letters of Credit	Financial Services		√

Bridge Condition Reports	Engineering & Public Works		√
Budgets - Annual (see Five Year Financial Plan, Annual Report, Development Cost Charge Report and Statement of Financial Information)	Financial Services	√	
Budgets - Capital (see Five Year Financial Plan)	Financial Services	√	
Budgets - Draft	Financial Services		√
Budgets - General Information (see Five Year Financial Plan, Annual Report, Development Cost Charge Report and Statement of Financial Information)	Financial Services	√	
Budgets - Operating - Final (see Five Year Financial Plan)	Financial Services	√	
Budgets - Yearly Financial Report (see Annual Report)	Financial Services	√	
Building - 3rd Party consultant reports (i.e. mold remediation, geotechnical)	Planning & Development		√
Building Permits - List of Applications	Planning & Development	√	
Building Permits - Individual Applications	Planning & Development		√
Building Permits - Inspection Reports/Notices of Rejection	Planning & Development		√
Building Permits (including Plumbing, Heating, Electrical, Occupancy)	Planning & Development		√
Building Plans/Drawings	Planning & Development		√
Building Plans/Drawings (for homeowners)	Planning & Development	√	
Buildings - Individual Case Files	Planning & Development		√
Buildings Regulations and General Information	Planning & Development	√	
Business License	Legal & Bylaws Services	√	
Business Licenses - Applications	Legal & Bylaws Services		√

Business Licenses - General Information	Legal & Bylaws Services	√	
Business Licenses - Individual Case Files	Legal & Bylaws Services		√
Business Licencing Statistics	Legal & Bylaws Services	√	
Business Plan	Corporate Planning	√	
Bylaws - Annual Report (See Note #4)	Legal & Bylaws Services	√	
Bylaw - Enforcement/Complaints - Statistics	Legal & Bylaws Services	√	
Bylaw - Enforcement/Complaints - Records	Legal & Bylaws Services		√
Bylaws - After First Reading	City Clerk's Office	√	
Bylaws - Draft	Various		√
C			
Change of Personal Information	Human Resources		√
Cheques/Cheque Requisitions	Financial Services		√
Circulars, Policies, Directives, Orders	Various	√	
Claims - Individual Case Files	Legal & Bylaws Services		√
Classifications - Jobs	Human Resources	√	
Collective Agreements - Draft	Human Resources		√
Collective Agreements - Final	Human Resources	√	
Comfort Letters - Planning/Business Licences* (see Note #2)	Planning & Development	√	
Comfort Letters - Fire/Rescue* (see Note #3)	Fire/Rescue	√	
Committee Appointments - Applications	City Clerk's Office		√
Committees - Internal/Staff - Agendas/Minutes	City Clerk's Office		√
Competition - Jobs	Human Resources		√
Complaints	Various		√
Contracts/Agreements/Leases	City Clerk's Office		√
Council - Benefits (not including indivudal choices) - see			
Council - Indemnities/Remuneration	Human Resources	√	
Council - Indemnities/Remuneration	Human Resources	√	

Council - Personal Information (i.e. home address)	City Clerk's Office		√
Council Reports - in-camera Meetings	City Clerk's Office		√
Council Reports - Regular Meetings	City Clerk's Office	√	
Council Resolutions - Closed Meetings	City Clerk's Office		√
Council Resolutions - Open Meetings	City Clerk's Office	√	
Crash Data - ICBC Website	Engineering & Public Works	√	
Criminal Record Checks - Staff and Volunteers	Human Resources		√
Current Capital Projects - status	Engineering & Public Works	√	
D			
Debt and Debenture	Financial Services		√
Demographic Data	Planning & Development	√	
Design Guidelines	Planning & Development	√	
Development - Individual Area Plans	Planning & Development	√	
Development Agreement	Planning & Development	√	
Development Cost Charges - Annual Report	Financial Services	√	
Development Guidelines	Planning & Development	√	
Development Applications - List	Planning & Development	√	
Development Permits	Planning & Development	√	
Development Permits & Development Variance Permits - Applications (including plans)	Planning & Development		√
Development Permits & Development Variance Permits - Case files	Planning & Development		√
Development Variance Permits	Planning & Development	√	
Dog Licenses	Legal & Bylaws Services		√
E			
Elections - Campaign Financing Disclosure Forms	City Clerk's Office	√	
Elections - List of Registered Electors	City Clerk's Office		√
Elections - Nomination Papers	City Clerk's Office	√	

Elections - Results	City Clerk's Office	√	
Electrical Permits	BC Safety Authority	n/a	n/a
Emergency Measures - Business Recovery Plans	Fire/Rescue		√
Emergency Measures - City's Emergency Plan	Fire/Rescue		√
Employees - Individual Case Files - Non-Union Employees	Human Resources		√
Employees - Individual Case Files - Union Employees - Current	Human Resources		√
Employees - Individual Case Files - Union Employees - Terminated	Human Resources		√
Employment Applications/Resumes	Human Resources		√
Engineering Project Files	Engineering & Public Works		√
Expense Claims - Council/Staff - copies of records	Financial Services		√
Expense Claims - Council/Staff - summary information (see Statement of Financial Information)	Financial Services	√	
F			
Filming (# of permits and revenues)	Economic Development	√	
Financial Audits	Financial Services		√
Financial Disclosure Forms - Council	City Clerk's Office	√	
Financial Disclosure Forms - Employees	City Clerk's Office		√
Financial Statements (see Annual Report)	Financial Services	√	
Fire Cause Determination Reports	Fire/Rescue		√
Fire Incident Number	Fire/Rescue	√	
Fire Incidents Reports	Fire/Rescue		√
Fire Inspection Reports	Fire/Rescue		√
Fire/Rescue Annual Statistics (# of incidents/# of inspections)	Fire/Rescue	√	

First Aid/WCB Reports	Human Resources		√
Five Year Financial Plan	Financial Services	√	
Freedom of Information (FOI) Requests	City Clerk's Office		√
G			
Garbage Collection/Recycling Calendar	Engineering & Public Works	√	
Geographic Information System (GIS) Database and Mapping Information, including approximate utility locations and information.	Engineering & Public Works	√	
Gravel Extraction Statistics	Engineering & Public Works	√	
Grievances - Individual Case Files	Human Resources		√
H			
Heritage Alteration Permit	Planning & Development	√	
Heritage Inventory (Formal list adopted by Council)	Planning & Development	√	
Heritage Revitalization Agreement	Planning & Development	√	
Heritage Sites - general information	Planning & Development	√	
Homeowner Grants - Provincial	Financial Services		√
I			
Illegal Suites - Complaints	Legal & Bylaws Services		√
Illegal Suites - Lists	Legal & Bylaws Services		√
Inspection - Workers Compensation Board	Human Resources		√
Inspection Reports - Building (includes electrical, heating and plumbing)	Planning & Development		√
Insurance - Employee Benefits (see benefits)	Human Resources		√
Insurance Policies	Legal & Bylaws Services		√
Inventories and Asset Control	Financial Services		√
L			
Labour Negotiations	Human Resources		√
Legal Opinions	Legal & Bylaws Services		√

Legal Opinions - Invoice/Costs	Legal & Bylaws Services		√
Litigation - Individual Case Files	Legal & Bylaws Services		√
Litigation - Invoices/Costs	Legal & Bylaws Services		√
Long Term Disability - Individual Case Files	Human Resources		√
M			
Management Reviews (Cyclical Review)	Human Resources		√
Ministry correspondence (letters from senior gov't)	City Clerk's Office		√
Ministry correspondence (letters to senior gov't)	City Clerk's Office		√
Minutes - Closed - Advisory Committees, Boards and Commissions of Council	City Clerk's Office		√
Minutes - Closed (in-camera) Council, Special Committees, etc., -	City Clerk's Office		√
Minutes - Closed Meetings of Advisory Committees, Boards and Commissions of Council	City Clerk's Office		√
Minutes - Regular - Council, Council-in-Committee, Special Committees, etc.	City Clerk's Office	√	
Minutes - Regular - Advisory Committees, Boards and Commissions of Council	City Clerk's Office	√	
N			
Neighbourhood Plan Designation	Planning & Development	√	
News/Media Releases	Corporate Communications	√	
Nematode Treatment Permit	Engineering & Public Works	√	
Nomination Papers - Elections	City Clerk's Office	√	
O			
Official Community Plan (OCP) Bylaw	Planning & Development	√	
Official Community Plan Designation - Individual Properties	Planning & Development	√	
Organization Charts	Human Resources	√	

P			
Parcel Tax Roll	Financial Services	√	
Parking Tickets/Enforcement	Legal & Bylaws Services		√
Payroll Information	Human Resources		√
Plans - Copyrighted	Various		√
Property Taxes (see Parcel Tax Roll)	Financial Services	√	
Public Hearings - Minutes/Agendas/Notices	City Clerk's Office	√	
Purchase Orders	Financial Services		√
Q			
Quotations	Financial Services		√
R			
Reclassifications	Human Resources		√
Recreation Programs - Applications/Registrations	Parks, Recreation & Culture		√
Recreation Programs - General Information	Parks, Recreation & Culture	√	
Recreation Surveys - Aggregate Data	Parks, Recreation & Culture	√	
Recreation Surveys - individual responses	Parks, Recreation & Culture		√
Remuneration - Council (see Council - Indemnities/Remuneration)	Human Resources		
Reports - Annual	Financial Services	√	
Reports - Financial	Financial Services	√	
Reports To Council - Closed (In Camera) Meetings	City Clerk's Office		√
Reports to Council - Open Meetings	City Clerk's Office	√	
Rezoning - Applications (includes plans)	Planning & Development		√
Rezoning - Approvals (Bylaw)	Planning & Development	√	
Rezoning - Notifications	City Clerk's Office	√	
Rights of Way (SRW's), legal plans, and restrictive Covenants (approximate areas)	Engineering & Public Works	√	
S			

Salaries - Employees	Human Resources	√	
Salaries - Council (within statement of financial Information)	Financial Services	√	
Secondary Suites - Complaints	Legal & Bylaws Services		√
Secondary Suites - List of Addresses of Legal Suites	Legal & Bylaws Services		√
Signing Authorities List	Financial Services		√
Sign Permit Files	Planning & Development		√
Speeches (Public Speeches Delivered by Council Members)	Corporate Communications	√	
Speed Surveys	Engineering & Public Works	√	
Staff Meetings (by department) - Minutes & Agendas	Various		√
Statement of Financial Information	Financial Services	√	
Strategic Plan	Corporate Planning	√	
Subdivision - Sketch (Approved Preliminary Layout Plan)	Planning & Development	√	
Subdivisions - Applications	Planning & Development		√
Subdivisions - Plans	Planning & Development		√
T			
Tax Certificate - Unpaid taxes and fees (to homeowner)	Financial Services	√	
Tax Certificate - Unpaid taxes or tax sale details (to public)	Financial Services	√	
Taxes paid by property	Financial Services	√	
Tax Exemptions	Financial Services	√	
Telephone Bills	Financial Services		√
Temporary Use Permit	Planning & Development	√	
Tenders	Financial Services	√	

Timesheets (payroll)	Human Resources		√
Traffic Control - Complaints	Engineering & Public Works		√
Traffic Counts	Engineering & Public Works	√	
Traffic Signal Timing Information	Engineering & Public Works	√	
Training and Development - General Information	Human Resources	√	
Training and Development - Individual Employee	Human Resources		√
Travel Advances	Financial Services		√
Travel Allowances and Expenses	Financial Services	√	
U			
Unightly Premises - Complaints	Legal & Bylaws Services		√
Utilities paid by property	Financial Services	√	
V			
Vendors/Suppliers - Individual Case Files	Financial Services		√
W			
Water quality data	Engineering & Public Works	√	
Work Orders	Engineering & Public Works		√
Work plans (by Department)	Various		√
Workers Compensation Board (WCB) - Claims	Human Resources		√
Workplace Inspection Reports	Human Resources		√
Z			
Zoning Designation - Individual Properties	Planning & Development	√	
Zoning and Rezoning - Public Hearing Notices/agendas/RTC	City Clerk's Office	√	