

Publically Releasable Information for the City of Port Coquitlam

Subject Heading	Department Of Record	Routine	Routine Release Method	FOI Request Required
A				
Access to information requests (FOIPPA)	Corporate	--	--	√
Accident reports – employees	Human Resources	--	--	√
Accident reports – other	Human Resources	--	--	√
Accounts payable – general information	Finance	√	Request	
Accounts payable – individual vendors case files	Finance	--	--	√
Accounts payable – invoices	Finance		--	√
Accounts receivable – general information	Finance	√	--	
Accounts receivable – individual account case files	Finance	--	--	√
Acts and legislation – refer public to library/internet if not linked from website	Corporate	--	--	√
Advertising – other	Communications & Admin Services	√	Request/Website	--
Advertising – statutory notices for public hearings, DVP, etc.	Communications & Admin Services	√	Request/Website	--
Agendas – advisory committees	Corporate	√	Website	--
Agendas – council or special committees – open meetings	Corporate	√	Website	--
Agendas – council or special committees – closed meetings	Corporate	--	--	√
Agreements	Corporate	--	--	√
Agricultural land commission – individual case files	Development	--	--	√
Agricultural land reserve inquiries (subdivision, development, etc.)	Development / Planning	√	Request	--

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Animal complaints (attacks, strays)	Bylaw	--	--	√
Animal licences – applications	Tax	--	--	√
Animal licences – records	Tax	--	--	√
Annual reports	Finance	√	Website	--
Arbitration decisions	Human Resources	--	--	√
Audits/auditor's reports	Finance	--	--	√
Awards – nomination forms/applications	Various	--	--	√
B				
Bear complaints and sightings – refer to the conservation officer of the province of BC	--	--	--	--
Benefits – employee	Human Resources	--	--	√
Board of variance – applications and supporting documents	Corporate	--	--	√
Board of variance – minutes and agendas	Corporate	√	Request	--
Bonds and letters of credit	Finance	--	--	√
Budgets – annual	Finance	√	Website	--
Budgets – capital	Finance	√	Website	--
Budgets – draft	Finance	--	--	√
Budgets – general information	Finance	√	Website	--
Budgets – planning presentations	Finance	√	Website	--
Budgets – yearly financial report	Finance	√	Website/Request	--
Building inquiries (greenhouses, sheds, additions, improvements, secondary suites, garages, etc.)	Development / Building	√	Request	--
Building permits – applications	Development / Building	--	--	√
Building permits – certificate of occupancy	Development / Building	--	--	√
Building permits – inspection reports/notices of rejection	Development / Building	--	--	√
Building permits (including plumbing, heating & electrical, occupancy) – general information	Development / Building	√	Request	--

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Building plans/drawings (exterior)	Development / Building	--	--	√
Building plans/drawings (interior)	Development / Building	√	Request – Owner-only	√
Building regulations and general information	Development / Building	√	Website	--
Buildings – individual case files	Development / Building	--	--	√
Buildings – municipally owned – individual case files	Development / Building	--	--	√
Burial permits - applications	Tax	--	--	√
Burial permits - issued	Tax	√	Request	--
Burning permits - applications	Fire/Rescue	√	--	--
Burning permits - issued	Fire/Rescue	√	Request	--
Business licenses – applications	Bylaw	--	--	√
Business licenses – general information	Bylaw	√	--	--
Business licenses – individual case files	Bylaw	--	--	√
Business licenses – issued	Bylaw	√	Request	--
Bylaw – enforcement/complaints	Bylaw	--	--	√
Bylaws	Corporate	√	Website	--
Bylaws – draft	Corporate	--	--	√
C				
Cemeteries – general inquiries and burial permits	Tax	√	Request	--
Cemeteries – records	Tax	--	--	√
Cheques/cheque requisitions	Finance	--	--	√
Circulars, directives, orders	Corporate	√	Request	--
Claims – general information	Risk Management	√	Request	--
Claims – individual case files	Risk Management	--	--	√
Collective agreements – draft	Human Resources	--	--	√
Collective agreements – final	Human Resources	√	Request	--
Commercial vehicle licenses/permits	Tax	√	Request	--
Committee appointments – applications	Corporate	--	--	√

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Committees – advisory, boards, and commissions – agendas / minutes	Corporate	√	Website	--
Competitions – jobs	Admin	√	--	--
Complaints	Human Resources	--	--	√
Council – financial disclosure forms	Corporate	--	--	√
Council – indemnities/remuneration	Finance	√	Website / Request	--
Council – personal information (i.e., home address)	Corporate	--	--	√
Council meetings – minutes/agendas/reports – closed (in camera) meetings	Corporate	--	--	√
Council meetings – minutes/agendas/reports/videos – open meetings	Corporate	√	Website	--
Council resolutions – closed (in camera) meetings	Corporate	--	--	√
Council resolutions – open meetings	Corporate	√	Website	--
Criminal record checks – staff and volunteers	Human Resources	--	--	√
D				
Debt and debenture	Finance	--	--	√
Demographic data	Planning	√	Website	--
Design guidelines	Development /Planning	√	Website	--
Development – individual area plans	Development /Planning	√	Request	--
Development cost charges	Engineering	√	Request	--
Development guidelines	Development /Planning	√	Website	--
Development permits & development variance permits	Development /Planning	√	--	--

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Development permits & development variance permits – applications	Development /Planning	--	--	√
Development permits & development variance permits – individual case files	Development /Planning	--	--	√
Disabled parking permits - applications	Bylaw	--	--	√
Disabled parking permits - issued	Bylaw	√	Request	--
Dog complaints (barking, strays, etc.)	Bylaw	--	--	√
Dog licenses - application	Tax	--	--	√
Dog licenses - issued	Tax	--	--	√
Dykes, ditches and waterways - information	Engineering	√	Website	--
E				
Easements/rights of way/encroachments/restrictive covenants	Engineering	√	--	--
Economic development plan	Development	√	Website	--
Elections – campaign financing disclosure forms	Corporate	√	--	--
Elections – financial disclosure forms	Corporate	√	Request	--
Elections – list of registered electors	Corporate	--	--	√
Elections – nomination papers	Corporate	√	Website	--
Elections – results	Corporate	√	Website	--
Elections – voting stations	Corporate	√	Website	--
Electrical permits/certificates – see building permits	--	--	--	--
Emergency measures – business recovery plans	Corporate	--	--	√
Emergency measures – city’s emergency plan	Fire & Emergency Services	--	--	√
Employee benefits and remuneration	Human Resources	--	--	√
Employee classification	Human Resources	√	Request	
Employees – individual case files – non-union employees	Human Resources	--	--	√
Employees – individual case files – union employees – current	Human Resources	--	--	√

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Employees – individual case files – union employees – terminated	Human Resources	--	--	√
Employment applications/resumes	Human Resources	--	--	√
Engineering project files	Engineering	--	--	√
Expense accounts – council/staff	Finance	--	--	√
Expense claims – council/staff	Finance	--	--	√
Expense claims – staff	Finance	--	--	√
F				
Facilities – municipally – owned	Development / Building	--	--	√
False alarm billings	Tax	--	--	√
Field bookings / closures	Recreation	--	--	√
Filming permits – applications	Development	--	--	√
Filming permits - issued	Development	√	Request	--
Financial audits	Finance	--	--	√
Financial disclosure forms – council	Corporate	√	Website	--
Financial disclosure forms – employees	Human Resources	--	--	√
Financial statements	Finance	√	Website	--
Fire cause determination reports	Fire & Emergency Services	--	--	√
Fire incident reports	Fire & Emergency Services	√	Request (fee)	--
First aid/WCB reports	Human Resources	--	--	√
Freedom of information and protection of privacy – individual requests for information/ change of personal information	Corporate	--	--	√
G				
Garbage collection/recycling calendar	Public Works	√	Website	--
Geographic information system (GIS) – database and mapping information	Engineering / GIS	√	Request	--
Geotechnical reports	Building	√	Request	--
Graffiti complaints	RCMP	--	--	√

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Grants from the city – general information	Finance	√	Website	--
Grants from the city – requests/applications	Finance	--	--	√
Grants to the city – general information	Finance	√	Request	--
Grants to the city – requests/applications	Finance	√	Request	--
Grievances – individual case files	Human Resources	--	--	√
Guides, brochures, and bulletins	Communications & Admin Services	√	Request / Website	--
H				
Heritage sites	Development / Planning	--	--	√
Homeowner grants	Tax	--	--	√
I				
Illegal suites – complaints	Bylaw	--	--	√
Illegal suites – lists	Bylaw	--	--	√
Inspection reports – building	Development / Building	--	--	√
Inspection reports – fire	Fire & Emergency Services	--	--	√
Inspections – workers compensation board	Human Resources	--	--	√
Insurance – employee benefits	Human Resources	--	--	√
Insurance policies	Finance	--	--	√
Inventories – heritage	Planning	√	--	--
Inventories and asset control	Finance	--	--	√
Invoices	Finance	--	--	√
J				
Job descriptions	Human Resources	√	Request	--
Job evaluations	Human Resources	--	--	√
K				

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L				
Labour negotiations	Human Resources	--	--	√
Land sale/options/exchange/transfer	Corporate	--	--	√
Leases	Corporate	--	--	√
Legal descriptions	PoCoMap	√	Website	--
Legal opinions	Risk Management	--	--	√
Legal opinions – invoices/costs	Finance	--	--	√
Licences – see specific licence types (animal licences, business licences, dog licences, liquor licences)	--	--	--	--
Liquor licenses	Development	√	--	--
Litigation – individual case files	Risk Management	--	--	√
Litigation – invoices/costs	Finance	--	--	√
Long term disability – individual case files	Human Resources	--	--	√
M				
Management reviews	Human Resources	--	--	√
Minutes – advisory committees, boards and commission of council	Corporate	√	Website	--
Minutes – council or special committees – open meetings	Corporate	√	Website	--
Minutes – council or special committees – closed meetings	Corporate	--	--	√
Mission statement	Corporate	√	Website	--
Motor vehicle accident (MVA) incident reports	Fire & Emergency Services	√	Request (fee)	--
N				
News/media releases	Communications & Admin Services	√	Website	--
Noise complaints	Bylaw	--	--	√

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Nomination papers – elections	Corporate	√	Website	
Notice of intent and demolition	Development / Building	--	--	√
O				
Oaths and affidavits	Corporate	--	--	√
Official community plan (OCP)	Planning	√	Website	
Operating budgets – see budgets	--	--	--	--
Administration – organization charts	Human Resources	√	Request/ Website	--
Organization reviews/audits	Human Resources	--	--	√
P				
Parking – complaints, enforcement, and tickets	Bylaw	--	--	√
Parking permits	Bylaw	√	Request	--
Payroll	Finance	--	--	√
Performance planning and review	Human Resources		--	√
Permits(issued) – all types	Various	√	Request	--
Pesticide use permits	Engineering	√	--	--
Photo gallery	Communications & Admin Services	√	Website	--
Plumbing permits – see building permits	--	--	--	--
Proclamations	Corporate	√	Request	--
Property boundary inquiries	Development / Planning / Pocomap	√	Request/ Website	--
Property taxes	Tax / Pocomap	√	--	--
Proposals	Various	--	--	√
Public hearings – minutes/agendas/notices	Corporate	√	Website	
Purchase orders	Finance	--	--	√
Q				
Quotations	Various	--	--	√
R				

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Reclassifications	Human Resources	--	--	√
Recreation programs – applications/registrations	Recreation	--	--	√
Recreation programs – general information	Recreation	√	Request/Website	
Recreation surveys	Recreation	--	--	√
Recycling	Engineering / Public Works	√	Request/Website	--
Remuneration – council	Finance	√	Request/Website	
Remuneration – staff	Human Resources	--	--	√
Reports – annual / financial	Corporate / Finance	√	Website	--
Reports and statistics	Various	√	Request/Website	--
Reports to council/letters of support or objections	Corporate	--	--	√
Reports to council – closed (in camera) meetings	Corporate	--	--	√
Reports to council – open meetings	Corporate	√	Website	--
Requests for proposal – issued by city	Various	√	Website	--
Requests for proposal – responses received	Various	--	--	√
Requests to meet the mayor / council	Corporate	--	--	√
Rezoning – applications	Development / Planning	--	--	√
Rezoning – general information	Development / Planning	√	Request	--
Rezoning – individual case files	Development / Planning	--	--	√
Rezoning – notifications	Development / Planning	√	Request	--
Rights of way, easements	Engineering	√	Request	--
Road closure permits (issued)	Engineering / Public Works	√	Request	--

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Roads, bridges, and culverts	Engineering	√	Request	--
S				
Salaries – employees	Human Resources	√	Request	--
Secondary suites – complaints	Bylaw	--	--	√
Secondary suites – list	Bylaw	--	--	√
Setbacks	Development / Planning	√	Request	--
Sewer / water inquiries	Engineering	√	Request	--
Signage inquiries and permits	Development / Planning	√	Request	--
Signs – inspections	Development / Building	√	Request	--
Site plans	Development / Planning	√	Request – Owner Only	--
Special events/occasion permits	Development / Planning	√	Request	--
Speeches	Corporate	√	Request	--
Sprinkler permits (issued)	Public Works	√	Request	--
Staff meetings (by department) – minutes and agendas	Various	--	--	√
Staff reports – closed (in camera) meetings	Corporate	--	--	√
Staff reports – open meeting	Corporate	√	Request/Website	
Storm drains	Engineering	√	Request	--
Street use permits	Development / Planning	√	Request	--
Street vendor permits	Engineering	√	Request	--
Subdivisions – applications	Engineering	--	--	√
Subdivisions – plans	Engineering	--	--	√
Survey certificates	Development / Building	√	Requests	--
Surveys	Various	--	--	√
T				
Tax exemptions	Tax	√	Request	--
Taxation assessments – general	Tax	√	Request	--

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Taxes paid	Tax	√	Request	--
Taxi licenses – see commercial vehicle licenses/permits	--	--	--	--
Telephone bills	Finance	--	--	√
Tenders - see requests for proposal	--	--	--	--
Timesheets (payroll)	--	--	--	√
Traffic control – complaints	Bylaw	--	--	√
Training and development – general information	Human Resources	√	Request	
Training and development – individual employee	Human Resources	--	--	√
Travel advances	Finance	--	--	√
Travel allowances and expenses	Finance	√	Request	
Tree cutting applications	Planning / Public Works	--	--	√
Tree cutting permits	Planning / Public Works	√	Request	
Tree inquiries	Engineering	√	Request	
U				
Unightly premises – complaints	Bylaw	--	--	√
V				
Variance permits – see development and development variance permits	--	--	--	--
Vehicle permits – see commercial vehicle licenses/permits	--	--	--	--
Vendors/suppliers – individual case files	Finance	--	--	√
Video surveillance footage (from city-operated security cameras)	Corporate	--	--	√
W				
Wages – staff	Human Resources	√	Request	--
Workers compensation board (WCB) – claims	Human Resources	--	--	√
Workplace inspection reports	Human Resources	--	--	√
Workplans (by department)	Various	--	--	√
Works and services agreement	Engineering	--	--	√
X, y, z				

Subject Heading	Department Of Record	Routine	Routine Release Method	FOI Request Required
Zoning and rezoning – general information & regulations	Development / Planning	√	Request / Website	--
Zoning and rezoning – individual applications and supporting documents	Development / Planning	--	--	√
Zoning and rezoning – individual case files	Development / Planning	--	--	√
Zoning and rezoning – public hearing notices / agendas / reports to council / letters or support or objections	Corporate	√	Request / Website	--