

## Routinely Released Records List

Document/Record	Department	Do charges apply
Administration - organization charts	Communications and Economic Development	
Advertising - other	Communication and Economic Development	
Advertising - Statutory notices for Public Hearings, DVP, etc.	Communications and Economic Development	
Affordable Housing - general information	Planning Division	
Agendas - all open Council, open Council committee and Board agendas	Legislative Services	
Agreements	Legislative Services / department owning the agreement	
Annual Budget - Final	Finance and IT	
Annual Report - Budget (financial statements(=)	Finance and IT	
Annual Reports	Communications and Economic Development	
Assessment Roll Review Panel	Finance and IT	
Awards & Honours to City	Legislative Services	
Board of Variance agendas and minutes	Planning Division	
Brochures	Applicable department	
Budgets - Capital	Finance and IT	
Budgets - general information	Finance and IT	
Building plans submitted during building permit process - available to the owner or the listing real estate agent with agreement	Building and plumbing Division	Charge for copying applies
Building regulations and general information	Engineering	
Burial plot maps	Engineering	
Burning permits	Fire Department	
Business Licenses - confirmation only, or database print out	Bylaw and Enforcement	
Business Licenses - general information	Licensing and Enforcement Division	
By-laws	Legislative Services	
Chemicals& pesticides in use	Engineering Operations or Parks and Recreation	
Civic Buildings - general information	Engineering	

Cleaning products used in facilities	Parks and Recreation	
Coat of Arms/Flags - general	Communications	
Collective Agreements- Final	Human Resources	
Comfort Letter	Planning Division	Charge
Committee membership	Legislative Services	
Committee terms of reference	Legislative Services	
Community grant recipients	Finance and IT	
Community Plan	Planning Division	
Corporate and Administrative Policies	Applicable Department	
Council Code of Ethics	Legislative Services	
Council financial disclosures	Legislative Services	
Council Profile & biographies	Legislative Services	
Council remuneration and indemnities	Human Resources	
Council Resolutions - open meetings	Legislative Services	
Court of Revision - Elections - Agendas/Minutes	Legislative Services	
Demographic Data	Planning Division	
Design Guidelines	Planning Division	
Development - Individual area plans	Planning Division	
Development cost charges	Planning Division	
Development guidelines	Planning Division	
Development permits & development variance permits	Planning Division	
Easements/Rights of Way/Encroachments/Restrictive Covenants	Engineering	
Economic Development Community Profile	Communications and Economic Development	
Election - financial disclosures	Legislative Services	
Election - nomination forms - only during election period	Legislative Services	
Election - results	Legislative Services	
Electrical billing history (only to customer)	Finance and IT	Charge is not in database
Electrical distribution system - locations of feeds, caults, transformers, fuses, manholes, switches, drawings, junction boxes, power poles, street lights, traffic controllers and electrical circuits.	Electrical Utility Commission	
Electrical Rates	Finance and IT	
Employee Benefits	Human Resources	
Employee Classification	Human Resources	
Employee file for legal case, with employee's permission - copy of	Human Resources	Fee: \$30/hr plus \$20 Admin fee
Employee programs - general information	Human Resources	

Exhibits, fairs, exhibitions - general information	Appropriate Department	
Expense Accounts - Council/Staff - as part of the SOFI report	Finance and IT	
Expense Claims - Council/Staff - as part of the SOFI report	Finance and IT	
Expressions of Interest (where the purchasing policy requires the posting of the document on the website)	Finance and IT	
Fees & charges	Finance and IT	
File classification systems	Legislative Services	
Filming Permits	Parks and Recreation	
Financial Statements	Finance and IT	
Fire Hydrant locations	Engineering Operations	
Fire Inspection Reports	Fire Department	
Fire statistics	Fire Department	
Fireworks permit	Fire Department	
Freedom of the City	Legislative Services	
Garbage Collection/Recycling Calendar	Communications and Economic Development	
Geographic Information System (GIS) - database & mapping information - where there are no security concerns	Finance and IT	
Grants from the City - General Information	Finance and IT	
Grants to the City - General Information	Appropriate department	
Graphic Standards	Communications and Economic Development	
Health & Safety Standards	Human Resources	
Heritage Inventory	Planning Division	
Heritage Revitalization Agreements	Planning Division	
Illegal Grow Op addresses - will confirm	Bylaw and Enforcement	
Incorporation documents	Legislative Services	
Inventories - Heritage	Planning Division	
IT Instructional How-To	Finance and IT	
Job Descriptions	Human Resources	
Job postings and advertisements	Human Resources	
Land development applications - that have been sent to Council in open reports	Planning Division	
Land proposal packages	Engineering	
Land tender packages	Engineering	
Legal plans/lot size - on GIS	Finance and IT	
Maps (all maps with the public Geo source system)	Finance and IT	in GIS

Marketing Photographs	Communications and Economic Development	there may be charge for images to commercial requesters
Metered Water Notice (to owner only)	Finance and IT	
Minutes - all open Council and open Council Committee minutes	Legislative Services	
Mission Statement	Communications and Economic Development	
Monuments & Historic sites - general information	New Westminster Museum and Archives	
News/media Releases	Communications and Economic Development	
Newsletter - City	Communications and Economic Development	
Newspaper articles	Communications and Economic Development	
Occupancy permit - no personal information	Building and plumbing Division	
Official Community Plan	Planning Division	Charge for printing this document but available for free from the website
Official Community Plan for individual areas	Planning Division	
Oil tank abandonment, installation or removal	Fire Department	
Oil tank permits	Fire Department	
Open committee minutes, agendas and packages	Legislative Services	
Open House - general information	Communications and Economic Development	
Parade and Banner Permits	Engineering	cost of \$75
Parking permits	Engineering	in GIS
Permits and Licenses - none personal information. Not the file information or application form.	Originating department that issued the permit	
Pesticide Use Permits	Engineering	
Policies/Procedural Manual - Municipal	Legislative Services	
Press releases	Communications and Economic Development	
Proclamations	Office of the Mayor	
Program attendance	Parks and Recreation	

Property Assessment Information	Finance and IT (can also advise people to go to BC Assessment website at <a href="http://www.bcassessment.bc">http://www.bcassessment.bc</a> if other than property owner requesting information)	
Property Taxes	Finance and IT	
Public Art (not including project files)	New Westminster Museum and Archives	
Public Hearing - Notices/Agendas/Minutes	Legislative Services	
Recipes - food content information	Parks and Recreation	
Records housed at New Westminster Museum and Archive	New Westminster Museum and Archives	
Recreation Programs - General Information	Parks and Recreation	
Reports to Council and Committee - reports included in the open Council and Committee agendas	Legislative Services	
Request for Proposals (where the purchasing policy requires the posting of the document on the website)	Finance and IT	
Request for Qualification (where the purchasing policy requires the posting of the document on the website)	Finance and IT	
Request for Quotations (where the purchasing policy requires the posting of the document on the website)	Finance and IT	
Rezoning - general information	Planning Division	
Rezoning - notifications	Legislative Services	
Rezoning reports to Council	Planning Division	
RFPs - winning contractor - if posted	Finance and IT	
Salaries - Employees via SOFI or union agreement	Human Resources	
Servicing and Subdivision Agreements-completed- remove personal name and all signatures	Engineering Department	
Sign Permits	Building and plumbing Division	
SOFI report	Finance and IT	
Special Events/Occasion Permits - no personal information will be provided other than name	Engineering	
Speeches	Communications and Economic Development	

Staff expense accounts - as part of the SOFI report	Finance and IT	
Staff salaries - as part of the SOFI report	Finance and IT	
Staff Travel Expenses - as part of the SOFI report	Finance and IT	
Statistics	Planning Division	
Strategic Plan	Communications and Economic Development	
Street Use Permits	Engineering	
Street Vendor Permits	Engineering	
Subdivisions	Engineering Department	
Survey Certificates - to owner or owners representative	Building and plumbing Division	
Sustainable Transportation - general information	Engineering	
Tax Certificate (to owners only)	Finance and IT	Charge for service
Tax Exemptions	Finance and IT	
Tax Notice (to owners only)	Finance and IT	
Tax rates	Finance and IT	
Tax receipts to donor	Finance and IT	
Tax Sales - only available in September	Finance and IT	
Taxation Assessments Roll - only between January and march	Finance and IT	
Taxes Paid - only to owner	Finance and IT	
Temporary Use Permits	Building and plumbing Division	
Tenders - award amount, and winning contractor - if posted	Finance and IT	
Tenders (where the purchasing policy requires the posting of the document on the website)	Finance and IT	
Traffic Counts	Engineering	
Traffic Signal Timing	Engineering	
Travel Allowance & Expenses	Finance and IT	
Underground Storage Tank Locations	Fire Department	
Utility Rates	Finance and IT	
Utility Service Record Cards	Engineering Operations	
Works & Services Agreement	Engineering	
Zoning and Rezoning - General information and regulations	Planning Division	
Zoning and rezoning - public hearing notices/agendas/notes/reports to Council/letters of support or objections.	Legislative Services	