

City of Richmond – Records Available Without a FOI Request

Type of Record	Contact or Location	Department of Record
Accounts Payable – General Information	Finance@richmond.ca	Finance
Accounts Receivable – General Information	Finance@richmond.ca	Finance
Advertising – Statutory Notices for Public Hearings, DVP, etc.	CityClerk@richmond.ca	City Clerk’s Office
Advertising – Other	Communications@richmond.ca	Corporate Communications
Agendas – Advisory Committees, Boards and Commissions of Council	CityClerk@richmond.ca	City Clerk’s Office
Agendas – Council, Special Committees, etc. – Open Meetings	https://citycouncil.richmond.ca/Home.htm	City Clerk’s Office
Archives	Archives@richmond.ca	City Clerk’s Office
Assessment Roll/Information	BC Assessment	External
Board of Variance – Minutes and Agendas	CityClerk@richmond.ca	City Clerk’s Office
Budgets – General Information	Finance@richmond.ca	Finance
Budgets – Annual	https://www.richmond.ca/city-hall/finance/reporting/reports.htm?PageMode=HTML	Finance
Budgets – Quarterly	https://www.richmond.ca/city-hall/finance/reporting/quarterly-reports.htm?PageMode=HTML	Finance
Budgets – 5-Year Financial Plan	https://www.richmond.ca/city-hall/finance/reporting/fiveyear.htm?PageMode=HTML	Finance
Building Permits (including Plumbing, Heating & Electrical, Occupancy) – General Information	buildingrecordsrequest@richmond.ca	Customer Service
Building Plans/Drawings for Owners and Authorized Agents	buildingrecordsrequest@richmond.ca	Customer Service
Building Regulations and General Information	building@richmond.ca	Building Approvals
Business Licences – General Information	buslic@richmond.ca	Business Licences
Bylaws	https://www.richmond.ca/city-hall/bylaws.htm	City Clerk’s Office
Claims – General Information	CityLaw@richmond.ca	Law
Collective Agreements – Final	HR@richmond.ca	Human Resources

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Commercial Vehicle Licences/Permits	buslic@richmond.ca	Business Licences
Committees, Commissions, Boards – Agendas/ Minutes	CityClerk@richmond.ca	City Clerk's Office
Council – Financial Disclosure Forms	CityClerk@richmond.ca	City Clerk's Office
Council Meetings – Minutes/Agendas/Reports – Open Meetings	https://citycouncil.richmond.ca/Home.htm	City Clerk's Office
Council Resolutions – Open Meetings	https://citycouncil.richmond.ca/decisions.htm	City Clerk's Office
Demographic Data	https://www.richmond.ca/culture/discover-richmond/profile/demographics.htm	Policy Planning
Design Guidelines	https://www.richmond.ca/business-development/devzoning/specs/specs.htm?PageMode=HTML	Planning and Development
Development – Individual Area Plans	https://www.richmond.ca/city-hall/strategies/ocp/sched2.htm	Planning and Development
Development Cost Charges	devapps@richmond.ca	Development Applications
Development Guidelines	devapps@richmond.ca	Development Applications
Development Permits & Development Variance Permits	devapps@richmond.ca	Development Applications
Easements/Rights of Way/Encroachments/Restrictive Covenants	EngineeringRequest@richmond.ca	Engineering
Elections – Campaign Financing Disclosure Forms	Elections BC	External
Elections – Nomination Papers	CityClerk@richmond.ca	City Clerk's Office
Elections – Results	CityClerk@richmond.ca	City Clerk's Office
Electrical Permits/Certificates	See Building Permits	Customer Service
Employee Classification	HR@richmond.ca	Human Resources
Expense Accounts – Council/Staff	Published annually in the Statement Of Financial Information report – see Council Decisions Database: https://citycouncil.richmond.ca/decisions.htm	Finance

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Expense Claims – Council/Staff	Published annually in the Statement Of Financial Information report – see Council Decisions Database: https://citycouncil.richmond.ca/decisions.htm	Finance
Filming Permits - Approved	filloffice@richmond.ca	Arts, Cultural and Heritage
Financial Disclosure Forms – Council	CityClerk@richmond.ca	City Clerk’s Office
Fire-Rescue – General Information	fire@richmond.ca	Richmond Fire-Rescue
Garbage Collection/Recycling Calendar	https://cms.richmond.ca/Page1989.aspx	Public Works
Geographic Information System (GIS) – Database and Mapping Information	https://www.richmond.ca/services/digital/maps.htm	Engineering
Grants – Community Programs & Agencies	socialplanning@richmond.ca	Community Social Development
Grants to the City – General Information	see Council Decisions Database: https://citycouncil.richmond.ca/decisions.htm	Various Departments
Heating Permits	See Building Permits	Customer Service
Heritage Inventory	https://www.richmond.ca/business-development/planning/heritage/inventory/Default.aspx	Policy Planning
Heritage Revitalization Agreements	communityplanning@richmond.ca	Policy Planning
Intersection Traffic Camera footage	https://www.richmond.ca/services/transportation/trafficcameras/Default.aspx	Transportation
Inventories – Heritage	See Heritage Inventory	Policy Planning
Job Descriptions	HR@richmond.ca	Human Resources
Licences – General Information	buslic@richmond.ca	Business Licences
Liquor Licences	buslic@richmond.ca	Business Licences
Mayor’s Annual Address	https://www.richmond.ca/city-hall/city-council/messages.htm	Administration
Minutes – Advisory Committees, Boards and Commission of Council	CityClerk@richmond.ca	City Clerk’s Office

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Minutes – Council, Special Committees, etc., – Open Meetings	https://citycouncil.richmond.ca/Home.htm	City Clerk’s Office
Mission Statement	https://www.richmond.ca/city-hall/city-departments.htm	Administration
News/Media Releases	Communications@richmond.ca	Corporate Communications
Newsletters	https://www.richmond.ca/city-hall/news/newsletters.htm	Various Departments
Nomination Papers – Elections	CityClerk@richmond.ca	City Clerk’s Office
Occupancy Permits	See Building Permits	Customer Service
Official Community Plan (OCP)	https://www.richmond.ca/business-development/planning/ocp.htm	Planning and Development
Operating Budgets	See Budgets	Finance
Organizational Charts (Published)	HR@richmond.ca	Human Resources
Parade and Banner Permits	trafops@richmond.ca	Transportation
Parking Permits	trafops@richmond.ca	Transportation
Pesticide Use Permits	envsustainability@richmond.ca	Environmental Sustainability
Policing (RCMP) Records – General Information	Contact Richmond RCMP	External
Proclamations	see Council Decisions Database: https://citycouncil.richmond.ca/decisions.htm	Administration
Property Taxes	taxdept@richmond.ca	Finance
Public Hearings – Minutes/Agendas/Notices	CityClerk@richmond.ca	City Clerk’s Office
Recreation Programs – General Information	https://www.richmond.ca/parks-recreation/registration.htm	Recreation
Remuneration – Council	Published annually in the Statement Of Financial Information report – see Council Decisions Database: https://citycouncil.richmond.ca/decisions.htm	Administration
Remuneration – Staff	Published annually in the Statement Of Financial Information report – see Council Decisions Database: https://citycouncil.richmond.ca/decisions.htm	Human Resources

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Reports – Annual	see Council Decisions Database: https://citycouncil.richmond.ca/decisions.htm	Various Departments
Reports – Financial	See Budgets	Finance
Reports to Council – Open Meetings	https://citycouncil.richmond.ca/Home.htm	City Clerk’s Office
Rezoning – General Information	devapps@richmond.ca	Development Applications
Rezoning – Individual Case Files	devapps@richmond.ca	Development Applications
Rezoning – Notifications	devapps@richmond.ca	Development Applications
Rights of Way, Easements	EngineeringRequest@richmond.ca	Engineering
Salaries – Employees	Published annually in the Statement Of Financial Information report – see Council Decisions Database: https://citycouncil.richmond.ca/decisions.htm	Finance
Sign Permits	buildingrecordsrequest@richmond.ca	Customer Service
Signing Authorities – List	Finance@richmond.ca	Finance
Special Events/Occasion Permits	events@richmond.ca	Parks, Recreation and Culture
Staff Reports – Open Meeting	https://citycouncil.richmond.ca/Home.htm	City Clerk’s Office
Street Use Permits	trafops@richmond.ca	Transportation
Street Vendor Permits	buslic@richmond.ca	Business Licences
Survey Certificates	EngineeringRequest@richmond.ca	Engineering
Tax Exemptions	taxdept@richmond.ca	Finance
Taxation Assessments – General	taxdept@richmond.ca	Finance
Taxes Paid	taxdept@richmond.ca	Finance
Taxi Licences	see Commercial Vehicle Licences/Permits	Business Licences
Tenders (Published)	Finance@richmond.ca	Finance
Traffic Camera footage	https://www.richmond.ca/services/transportation/trafficcameras/Default.aspx	Transportation
Traffic Counts, Traffic Volume	https://www.richmond.ca/services/transportation/traffic-signals/counts.htm	Transportation

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Training and Development – General Information	HR@richmond.ca	Human Resources
Tree Cutting Permits	buildingrecordsrequest@richmond.ca	Customer Service
Variance Permits	see Development and Development Variance Permits	Development Applications
Vehicle Permits	see Commercial Vehicle Licences/Permits	Business Licences
Voting Record	https://citycouncil.richmond.ca/decisions/votingrecord.htm	City Clerk's Office
Wages – Staff	See Remuneration – Staff	Human Resources
Works and Services Agreement	EngineeringRequest@richmond.ca	Engineering
Zoning and Rezoning – General Information & Regulations	zoning@richmond.ca	Customer Service
Zoning and Rezoning – Public Hearing Notices/ Agendas/Notes/Reports to Council/Letters of Support or Objections	CityClerk@richmond.ca	City Clerk's Office