



CITY OF DELTA  
**REQUEST FOR ACCESS TO RECORDS**  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

YOUR CONTACT INFORMATION						
Last Name	First Name	Middle Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____			
Street, Apt.#, PO Box, RR No.	City/Town	Prov./Terr.	Postal Code			
Day phone (     )	Cell Phone No. (     )	Email Address				
DETAILS OF REQUESTED INFORMATION						
Please specify the name of the department or program area responsible for the records you are requesting.		Please specify any Ref# or File#, if known.				
Information requested (please describe the records you are requesting). Be as specific as possible, as this will assist the request process. Attach a separate sheet if the space below is not sufficient.						
<b>Preferred Method of Access to Records</b> <input type="checkbox"/> Book appointment to view originals <input type="checkbox"/> Receive copies		<b>Your signature</b>	<b>Date signed: YY/MM/DD</b>			
<p>Personal information is collected by the City of Delta under the authority of Section 26(c) of the <i>Freedom of Information and Protection of Privacy Act</i> (FIPPA) and will be used for the purpose of responding to your request application with the City of Delta, Office of the City Clerk. Should you have any questions or about the collection of this personal information please contact one of the following options:</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 45%; padding: 5px; vertical-align: top;">Staff Name/Title: Jing Fernandez, Manager, Records, Info &amp; Privacy Department/Division: Office of the City Clerk Email address: <a href="mailto:FOI@delta.ca">FOI@delta.ca</a> Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2</td><td style="width: 10%; padding: 5px; text-align: center; vertical-align: middle;">or contact the City Clerk at:</td><td style="width: 45%; padding: 5px; vertical-align: top;">Michelle Jansson, City Clerk/FOI Head City of Delta, Office of the City Clerk Email address: <a href="mailto:FOI@delta.ca">FOI@delta.ca</a> Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2</td></tr></table>				Staff Name/Title: Jing Fernandez, Manager, Records, Info & Privacy Department/Division: Office of the City Clerk Email address: <a href="mailto:FOI@delta.ca">FOI@delta.ca</a> Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2	or contact the City Clerk at:	Michelle Jansson, City Clerk/FOI Head City of Delta, Office of the City Clerk Email address: <a href="mailto:FOI@delta.ca">FOI@delta.ca</a> Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2
Staff Name/Title: Jing Fernandez, Manager, Records, Info & Privacy Department/Division: Office of the City Clerk Email address: <a href="mailto:FOI@delta.ca">FOI@delta.ca</a> Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2	or contact the City Clerk at:	Michelle Jansson, City Clerk/FOI Head City of Delta, Office of the City Clerk Email address: <a href="mailto:FOI@delta.ca">FOI@delta.ca</a> Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2				
<p>In accordance with the Delta Freedom of Information and Protection of Privacy Bylaw No. 8408, 2024, access to records requests require a non-refundable application fee of \$10 to be submitted with each request for non-personal information. The application fee does not apply to a request for an applicant's own personal information. Payment may be sent by mail or made in-person by cash, cheque, or money order payable to the City of Delta, and addressed to the Office of the City Clerk.</p>						

Deliver to: The Office of the City Clerk

Address: 4500 Clarence Taylor Cres  
Delta, BC V4K 3E2  
Fax: (604) 946-3390  
Email: [FOI@delta.ca](mailto:FOI@delta.ca)