

Subject	Department	Routine	FOI Request
Δ	Responsible		Required
A	Olayla		
Access to Information Requests (FOIPPA)	Clerks		<b>∀</b>
Accident Reports - Employees	Human Resources		<b>Y</b>
Accident Reports - Other	Human Resources		✓
Accounts Payable – General Info.	Finance	✓	
Accounts Payable – Vendor Case Files	Finance		✓
Accounts Payable - Invoices	Finance		✓
Accounts Receivable – General Info.	Finance	✓	
Accounts Receivable – Individual Account Case Files	Finance		<b>✓</b>
Administration – Organizational Charts	Administration	✓	
Advertising (Statutory Notices for Public	Clerks	<u> </u>	
Hearings, DVP, etc.)	Cierks	•	
Agendas – Open Meetings	Clerks	$\checkmark$	
(Committees, Boards)			
Agendas – Closed Meetings	Clerks		✓
(Committees, Boards)			
Agreements	Clerks		✓
Application Forms (completed) - Various			✓
Agricultural Land Commission –	Community Planning		✓
Individual Case Files	& Development		
Arbitration Files	Human Resources		✓
Arborist Report	Engineering		✓
Assessment Role/Information – Direct	Finance	n/a	n/a
Public to BC Assessment			
Audits/Auditor's Reports	Finance		✓
Awards – Nomination Forms/Applications	Clerks		✓
В			
Benefits - Employees	Human Resources		✓
Board of Variance – Applications,	Community Planning		✓
Supporting Documents	& Development		
Board of Variance - Minutes & Agendas	Clerks	✓	
Bonds and Letters of Credit	Finance		✓
Budgets – General Information	Finance	✓	
Budgets - Draft	Finance		✓
Building Permits - Applications	Community Planning		✓
	& Development		
Building Permits – Inspection Reports	Community Planning & Development		<b>✓</b>
Building Plans & Drawings	Community Planning & Development		✓
Building Regulations & General	Community Planning	<b>✓</b>	
Information	& Development	•	
Burial Permits	Parks, Recreation &	<b>✓</b>	
255.1 5111110	Culture		





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Burning Permits – Direct Public to Fire	Fire	-	-
Business Licenses – General Info.	Property Use & Compliance	<b>✓</b>	
Business Licenses – Applications &	Property Use &		✓
Individual Case Files	Compliance		
Bylaws	Clerks	✓	
Bylaws - Draft	Clerks		✓
Bylaw Enforcement/Complaints	Property Use & Compliance		✓
С			
Cheques & Cheque Requisitions	Finance		✓
Circulars, Directives, Orders	Admin	✓	
Claims – General Info.	Legal Services	✓	
Claims – Individual Case Files	Legal Services		✓
Classifications - Job	Human Resources		✓
Collective Agreements - Final	Human Resources	✓	
Closed Competitions - Jobs	Human Resources		✓
Committee Appointments – Applications	Clerks		✓
Committees – Internal/Staff –	Clerks		✓
Agendas/Minutes			
Committees, Commissions, Boards –	Clerks	✓	
Open Meetings Agendas/Minutes			
Complaints	Various Depts.		✓
Contracts/Agreements/Leases	Legal Services		✓
Council – Financial Disclosure Forms	Clerks	✓	
Council – Indemnities/Remuneration	Clerks	✓	
Council – Personal Information	Clerks		✓
Council Meetings – Minutes, Agendas,	Clerks	✓	
Reports - Open Meetings			
Council Meetings – Minutes, Agendas,	Clerks		✓
Reports – Closed (In-Camera)			
Council Resolutions – Closed (In-	Clerks		✓
Camera)			
Council Resolutions – Open Meetings	Clerks	<b>✓</b>	
Criminal Records Checks – Staff &	Human Resources		✓
Volunteers			
D			
Debt & Debenture	Finance		✓
Demographic Data	Community Planning & Development	✓	
Design Guidelines	Community Planning & Development	✓	
Development – Individual Area Plans	Community Planning & Development	✓	
Development Fees/Charges	Community Planning & Development	✓	





Subject	Department Responsible	Routine	FOI Request Required
Development Guidelines	Community Planning & Development	✓	
Development Permits & Development Variance Permits – General Info.	Community Planning & Development	✓	
Development Permits & Development Variance Permits - Applications	Community Planning & Development		✓
Development Permits & Development Variance Permits – Individual Case Files	Community Planning & Development		✓
Dog Licenses	Finance		✓
E			
Elections – Campaign Financing Disclosure Forms	Clerks	✓	
Elections – Nomination Papers	Clerks	✓	
Elections - Results	Clerks	✓	
Electrical Permits/Certificates – See Building Permits	CP&D	-	-
Employee Benefits	Human Resources		✓
Employee Classification	Human Resources	✓	
Employees – Individual Case Files – Union Employees - Current	Human Resources		✓
Employees – Individual Case Files – Union Employees - Terminated	Human Resources		✓
Employees – Individual Case Files- Non- Union Employees	Human Resources		✓
Employment Applications/Resumes	Human Resources		✓
Engineering Project Files	Engineering		✓
Expense Accounts – Council	Finance	✓	
Expense Claims – Council	Finance		✓
Expense Accounts - Staff	Finance	✓	
Expense Claims - Staff	Finance		✓
F			
Facilities – Municipally Owned	Parks, Recreation & Culture		✓
Filming Permits	Engineering	✓	
Financial Disclosure Forms - Council	Clerks	✓	
Financial Disclosure Forms – Employee	Human Resources		<b>√</b>
Financial Statements	Finance	✓	
First Aid/WCB Reports	Human Resources		✓
Freedom of Information and Protection of Privacy – Individual Requests for Information/Change of Personal Information	Clerks		✓
G			
Garbage Collection/Recycling Calendar	Engineering	✓	
Geographic Information System (GIS) – Database and Mapping Information	Engineering	<b>√</b>	





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Government Protocols and Cost-Sharing Agreements	Administration		·
Grants from the City – General Information	Administration	✓	
Grants from the City – Requests/Application	Administration		<b>✓</b>
Grants to the City – General Information	Administration	✓	
Grievances – Individual Case Files	Human Resources		✓
Н			
Heritage Inventory	Community Planning & Development	✓	
Heritage Revitalization Agreements	Community Planning & Development	✓	
Heritage Sites	Community Planning & Development		✓
Homeowner Grants - Provincial	Finance		✓
1			
Illegal Suites - Complaints	Property Use & Compliance		✓
Illegal Suites - Lists	Property Use & Compliance		✓
Inspection Reports – Building (includes electrical, heating and plumbing)	Community Planning & Development		✓
Inspections – Workers Compensation Board	Human Resources		✓
Insurance Policies	Finance		✓
Insurance – Employee Benefits	Human Resources		✓
Inventories – Heritage	Community Planning & Development	✓	
Invoices	Finance		✓
J			
Job Descriptions	Human Resources	✓	
Job Evaluations	Human Resources		✓
K			
L			
Labour Negotiations	Human Resources		✓
Land Sale/Exchange/Transfer	Legal Services		✓
Leases	Finance		✓
Legal Opinions	Legal Services		✓
Legal – Invoices/Costs	Legal Services		✓
Licenses – General Information	Various	✓	
Licenses - Applications	Various		✓
Liquor Licenses (Special Events) – Direct Public to Police	Police	-	-
Long Term Disability – Individual Case Files	Human Resources		✓





Subject	Department Responsible	Routine	FOI Request Required
M	•		
Minutes – Advisory Committee, Boards and Commission of Council	Clerks	✓	
Minutes – Council, Special Committees, etc. – <b>Open Meetings</b>	Clerks	✓	
Minutes – Council, Special Committees, etc Closed Meetings	Clerks		✓
N			
News/Media Releases	Administration	✓	
Nomination Papers - Elections	Clerks	✓	
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Occupancy Permits	Community Planning & Development		✓
Official Community Plan (OCP)	Community Planning & Development	✓	
Operating Budgets – see Budgets	Finance	-	-
Organizational Reviews/Audits	Human Resources	✓	
P			
Parking Permits	Engineering	✓	
Parking Ticket and Enforcement	Property Use & Compliance		✓
Payroll	Finance		✓
Photographs – low resolution archive photos	Parks, Recreation & Culture (Delta Museum & Archives)	✓	
Property Taxes	Finance	✓	
Proposals	Administration		✓
Public Hearings – Minutes/Agendas/Notices	Clerks	✓	
Purchase Orders	Finance		✓
Q			
Quotations	Finance		✓
R			
Reclassifications	Human Resources		✓
Recreation Programs – General Information	Parks, Recreation & Culture	✓	
Recreation Programs –	Parks, Recreation &		1
Applications/Registrations	Culture		•
Recreation Surveys	Parks, Recreation & Culture		✓
Remuneration - Council	Clerks	<b>✓</b>	
Remuneration - Staff	Human Resources	<u> </u>	
Reports - Annual	Administration	<u> </u>	
Reports - Financial	Finance	<u>·</u> ✓	
Reports and Statistics	Administration	<b>✓</b>	
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Subject	Department Responsible	Routine	FOI Request Required
Reports to Council – Open Meetings	Clerks	✓	
Reports to Council – Closed Meetings	Clerks		✓
Request for Proposals (RFP)	Purchasing		✓
Request for Quotations (RFQ)	Purchasing		✓
Rezoning - Applications	Community Planning & Development		✓
Rezoning – General Information	Community Planning & Development	✓	
Rezoning – Individual Case Files	Community Planning & Development		✓
Rezoning - Notifications	Community Planning & Development	<b>√</b>	
Rights of Way, Easements	Engineering	✓	
S			
Salaries - Employees	Human Resources	✓	
Secondary Suites - Complaints	Property Use & Compliance		✓
Secondary Suites - List	Property Use & Compliance		✓
Staff Meetings (by department) – Minutes and Agendas	Various		✓
Subdivisions - Applications	Community Planning & Development		✓
Subdivisions - Plans	Community Planning & Development		✓
Survey Certificates	Engineering		✓
Т			
Tax Exemptions	Finance	✓	
Taxation Assessments - General	Finance	✓	
Taxes Paid	Finance	✓	
Telephone Bills	Finance		✓
Tenders	Finance		✓
Timesheets (payroll)	Finance		✓
Traffic Control - Complaints	Engineering		✓
Training & Development – General Info.	Human Resources	✓	
Training & Development – Individual Employee	Human Resources		✓
Travel Advances	Various		✓
Travel Allowances & Expenses	Various	✓	
Tree Cutting Applications	Engineering		✓
Tree Cutting Permits	Engineering	✓	
U			
Unsightly Premises - Complaints	Property Use & Compliance		✓
V	2		
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Variance Permits – see Development and Development Variance Permits	Community Planning & Development	-	-
Vendors/Suppliers – Individual Case	Finance		✓
Files			
W			
Wages – see Salaries	Human Resources	-	-
Water Meter Program – List of Participants	Engineering		✓
Workers Compensation Board (WCB) -	Human Resources		✓
Claims			
Workplace Inspection Reports	Human Resources		✓
X, Y, Z			
Zoning & Rezoning – General	Community Planning	✓	
Information & Regulations	& Development		
Zoning & Rezoning – Individual	Community Planning		✓
Applications & Supporting Documents	& Development		
Zoning & Rezoning – Individual Case	Community Planning		✓
Files	& Development		
Zoning & Rezoning – Public Hearing	Community Planning	✓	
Notices, Agendas, Reports to Council,	& Development		
Letters of Support or Objections			

## **Delta Fire & Emergency Services and Delta Police:**

For Delta Fire & Emergency Services records, please complete the City's Request for Access to Records web-form, or submit the formal form with the \$10 application fee (if applicable) to the Office of the City Clerk, 4500 Clarence Taylor Crescent, Delta, BC, V4K 3E2 Fax: (604) 946-3390.

For Delta Police records, please visit their <u>website</u>, or fill out <u>the FOI Request Form</u> and forward to the FOI Unit, Delta Police Department: 4455 Clarence Taylor Crescent, Delta, BC, V4K 2E3. Fax (604) 940-7342.

