

Subject	Department Responsible	Routine	FOI Request Required
<b>A</b>			
Access to Information Requests (FOIPPA)	Clerks		✓
Accident Reports - Employees	Human Resources		✓
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		✓
Administration – Organizational Charts	Administration	✓	
Advertising (Statutory Notices for Public Hearings, DVP, etc.)	Clerks	✓	
Agendas – <b>Open Meetings</b> (Committees, Boards)	Clerks	✓	
Agendas – <b>Closed Meetings</b> (Committees, Boards)	Clerks		✓
Agreements	Clerks		✓
Application Forms (completed) - Various			✓
Agricultural Land Commission – Individual Case Files	Community Planning & Development		✓
Arbitration Files	Human Resources		✓
Arborist Report	Engineering		✓
Assessment Role/Information – Direct Public to BC Assessment	Finance	n/a	n/a
Audits/Auditor's Reports	Finance		✓
Awards – Nomination Forms/Applications	Clerks		✓
<b>B</b>			
Benefits - Employees	Human Resources		✓
Board of Variance – Applications, Supporting Documents	Community Planning & 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		✓
Building Plans & Drawings	Community Planning & Development		✓
Building Regulations & General Information	Community Planning & Development	✓	
Burial Permits	Parks, Recreation & Culture	✓	



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Burning Permits – Direct Public to Fire	Fire	-	-
Business Licenses – General Info.	Property Use & Compliance	✓	
Business Licenses – Applications & Individual Case Files	Property Use & Compliance		✓
Bylaws	Clerks	✓	
Bylaws - Draft	Clerks		✓
Bylaw Enforcement/Complaints	Property Use & Compliance		✓
<b>C</b>			
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 – Agendas/Minutes	Clerks		✓
Committees, Commissions, Boards – Open Meetings Agendas/Minutes	Clerks	✓	
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, Reports – <b>Open Meetings</b>	Clerks	✓	
Council Meetings – Minutes, Agendas, Reports – <b>Closed (In-Camera)</b>	Clerks		✓
Council Resolutions – <b>Closed (In-Camera)</b>	Clerks		✓
Council Resolutions – <b>Open Meetings</b>	Clerks	✓	
Criminal Records Checks – Staff & Volunteers	Human Resources		✓
<b>D</b>			
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		✓
<b>E</b>			
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		✓
<b>F</b>			
Facilities – Municipally Owned	Parks, Recreation & Culture		✓
Filming Permits	Engineering	✓	
Financial Disclosure Forms - Council	Clerks	✓	
Financial Disclosure Forms – Employee	Human Resources		✓
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		✓
<b>G</b>			
Garbage Collection/Recycling Calendar	Engineering	✓	
Geographic Information System (GIS) – Database and Mapping Information	Engineering	✓	



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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		✓
Grants to the City – General Information	Administration	✓	
Grievances – Individual Case Files	Human Resources		✓
<b>H</b>			
Heritage Inventory	Community Planning & Development	✓	
Heritage Revitalization Agreements	Community Planning & Development	✓	
Heritage Sites	Community Planning & Development		✓
Homeowner Grants - Provincial	Finance		✓
<b>I</b>			
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		✓
<b>J</b>			
Job Descriptions	Human Resources	✓	
Job Evaluations	Human Resources		✓
<b>K</b>			
<b>L</b>			
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
<b>M</b>			
Minutes – Advisory Committee, Boards and Commission of Council	Clerks	✓	
Minutes – Council, Special Committees, etc. – <b>Open Meetings</b>	Clerks	✓	
Minutes – Council, Special Committees, etc. – <b>Closed Meetings</b>	Clerks		✓
<b>N</b>			
News/Media Releases	Administration	✓	
Nomination Papers - Elections	Clerks	✓	
<b>O</b>			
Occupancy Permits	Community Planning & Development		✓
Official Community Plan (OCP)	Community Planning & Development	✓	
Operating Budgets – see Budgets	Finance	-	-
Organizational Reviews/Audits	Human Resources	✓	
<b>P</b>			
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		✓
<b>Q</b>			
Quotations	Finance		✓
<b>R</b>			
Reclassifications	Human Resources		✓
Recreation Programs – General Information	Parks, Recreation & Culture	✓	
Recreation Programs – Applications/Registrations	Parks, Recreation & Culture		✓
Recreation Surveys	Parks, Recreation & Culture		✓
Remuneration - Council	Clerks	✓	
Remuneration - Staff	Human Resources	✓	
Reports - Annual	Administration	✓	
Reports - Financial	Finance	✓	
Reports and Statistics	Administration	✓	



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	✓	
Rights of Way, Easements	Engineering	✓	
<b>S</b>			
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		✓
<b>T</b>			
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	✓	
<b>U</b>			
Unightly Premises - Complaints	Property Use & Compliance		✓
<b>V</b>			



Variance Permits – see Development and Development Variance Permits	Community Planning & Development	-	-
Vendors/Suppliers – Individual Case Files	Finance		✓
<b>W</b>			
Wages – see Salaries	Human Resources	-	-
Water Meter Program – List of Participants	Engineering		✓
Workers Compensation Board (WCB) - Claims	Human Resources		✓
Workplace Inspection Reports	Human Resources		✓
<b>X, Y, Z</b>			
Zoning & Rezoning – General Information & Regulations	Community Planning & Development	✓	
Zoning & Rezoning – Individual Applications & Supporting Documents	Community Planning & Development		✓
Zoning & Rezoning – Individual Case Files	Community Planning & Development		✓
Zoning & Rezoning – Public Hearing Notices, Agendas, Reports to Council, Letters of Support or Objections	Community Planning & Development	✓	

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

For Delta Fire & Emergency Services records, please fill out [the FOI Request Form](#) and forward to Administration Offices of Delta Fire and Emergency Services: 4645 Harvest Drive, Delta, BC, V4K 4J5. Fax: (604) 946-0436.

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

