

**SOCIAL DEVELOPMENT, FINANCE AND ADMINISTRATION  
Information Routinely Disclosed**

<b>Area</b>	<b>Information</b>	<b>Comment</b>
<b>S DFA Programs and Services</b>	<ul style="list-style-type: none"> <li>• Organizational information outlining S DFA scope, roles, responsibilities, programs and services</li> </ul>	Available on request
<b>Reports and Materials</b>	<ul style="list-style-type: none"> <li>• Council/Special Committee reports; Advisory Committees/Working group minutes/materials; social policy and research documents; conference reports proceedings</li> </ul>	<p>Any reports submitted by S DFA to Council, Standing Committees, Roundtables are posted on the website and available on request.</p> <p>Advisory Committee minutes and background materials submitted to special committees are distributed to committee members and available on request</p> <p>Social policy and research documents are available on request.</p> <p>Conference reports and proceedings are available on the web.</p>
<b>Research Information</b>	<ul style="list-style-type: none"> <li>• Demographic data</li> </ul>	Available on the City website and available on request
	<ul style="list-style-type: none"> <li>• Community agency data</li> <li>• City services data</li> <li>• Statistical surveys</li> </ul>	Available on request
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Application-related Specifications and Reports</li> <li>• IT Policies, Procedures, Best Practices and Statistics</li> <li>• IT Training Plans</li> <li>• IT Project Plans, Business Cases, Project Charters, Closeout Reports and other related specific Project Management documentation</li> </ul>	Available on request. These documents are first reviewed to ensure that none of the material is confidential, security-related or excluded

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	<ul style="list-style-type: none"> <li>IT Functional and Performance Test Plans, Results and Remediation Strategies</li> </ul>	
<b>Community Investment and Partnership Programs (CPIP)</b>	<ul style="list-style-type: none"> <li>Allocations &amp; Appeals Reports including information on all applicants and level of funding and policy reports</li> </ul>	Available on the City website, routinely provided to all applicants and provided to council members
	<ul style="list-style-type: none"> <li>Descriptions of funded projects and programs</li> <li>contact list for all City funding programs and consolidated spreadsheet including amounts and wards</li> </ul>	Provided to Council members and available on request
<b>Community Resources</b>	<ul style="list-style-type: none"> <li>Special resources to support community agencies</li> <li>Events</li> </ul>	Provided at meetings, workshops, through mailing and email, and available on request
	<ul style="list-style-type: none"> <li>Recognition Awards administered by the Division</li> </ul>	Applications distributed through mail, email and networks. Winners announced publicly and on website
<b>Contracts</b>	<ul style="list-style-type: none"> <li>Requests for Proposal/Quotation Information on contracts with other orders of government, acceptance and progress reports</li> </ul>	Available through purchasing division, on web and by mail. Provided to Council and available on request
<b>Communications and Promotions</b>	<ul style="list-style-type: none"> <li>Media relations – All news releases and media advisories</li> </ul>	Available on the City website, wire service and available on request

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	Program and strategic communications <ul style="list-style-type: none"> <li>• All publications, speeches and other materials written and prepared for public distribution</li> <li>• All briefing and issue notes and planning materials</li> <li>• All fact sheets and backgrounders</li> <li>• All communication plans, employee communications</li> <li>• All advertising materials created by SDFA</li> </ul>	Available on request. These documents are first reviewed to ensure that none of the material is confidential, security-related or excluded
	<ul style="list-style-type: none"> <li>• Photo and video – photos of City facilities, parks, photos of program activities, and video images</li> </ul>	Available upon request. These documents are first reviewed to ensure that none of the material is confidential, security-related or excluded
<b>Financial Administration</b>	<ul style="list-style-type: none"> <li>• Operating and Capital Budget submissions as per Corporate Guidelines</li> </ul>	Provided to Council and available on request.
	<ul style="list-style-type: none"> <li>• Year-to-date and Projected Year-end operating and Capital Variance Reports for the Cluster Programs</li> </ul>	Provided to Council and available on request.
	<ul style="list-style-type: none"> <li>• Monthly subsidy claims submitted to the Province and Federal Government</li> </ul>	Available on request.
	<ul style="list-style-type: none"> <li>• Year-end Annual Program Expenditure Reconciliation (APER) Report to the Province</li> </ul>	Available on request.

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	<ul style="list-style-type: none"> <li>• National Child Benefit Supplementary (NCBS) Report submitted to Province Quarterly</li> </ul>	Available on request.
	<ul style="list-style-type: none"> <li>• Quarterly Reserve Fund Balances to Corporate Finance</li> </ul>	Provided to Council and available on request.
	<ul style="list-style-type: none"> <li>• Financial Information routinely provided to Provincial Auditors, City's Auditors and AG's Office</li> </ul>	Provided to Council and available on request.
<b>Projects/ Initiatives</b>	<ul style="list-style-type: none"> <li>• Information about specific projects initiatives</li> </ul>	Available on request. These documents are first reviewed to ensure that none of the material is confidential, security-related or excluded.