

Access to Information Act
University of Alberta Delegation Tables

Delegation Table: Provisions of the *Access to Information Act* (ATIA) and Regulation for which Delegation of Authority Should be Considered

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
Right of Access				
Authority to disregard requests	9(1)	X		
Authority to declare request abandoned	10(1)		X	
Authority to grant continuing request	11(2)		X	
Duty to assist applicants	12(1)		X	
Duty to document decisions and actions respecting an access request	Regulation 5(4)		X	
Duty to provide access to a record	12(2)		X	
Authority to decide on content of response/ grant or refuse access	14(1)		X	
Authority to refuse to confirm or deny the existence of a record	14(2)		X	
Authority to decide how access will be given	15 Regulation 6		X	
Authority to extend time limit	16(1), (2), (3)		X	
Authority to extend	16(9)	X		

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
time line (during emergencies)				
Authority to transfer a request for access	17		X	
Exceptions to Disclosure				
Authority to withhold information harmful to business interests of a third party	19		X	
Authority to withhold information harmful to personal privacy	20		X	
Authority to withhold information harmful to individual or public health or safety	21 Regulation 8(1), (3), (5)		X	
Authority to withhold confidential evaluations	22		X	
Authority to withhold information harmful to law enforcement	23		X	
Authority to withhold information harmful to a workplace investigations	24		X	
Authority to withhold information that reveals the identity of a person who has requested advice or made a disclosure/complaint pursuant to Alberta	25		X	

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
whistleblower legislation.				
Authority to withhold information harmful to intergovernmental relations	26		X	
Authority to withhold Cabinet and Treasury Board confidences	27		X ²	
Authority to withhold local public body confidences	28		X ²	
Authority to withhold advice from officials	29		X	
Authority to withhold information/records about audit by Chief Internal Auditor	29(3)		X	
Authority to withhold information harmful to economic interests of a public body	30		X	
Authority to withhold testing procedures, tests and audits	31		X	
Authority to withhold privileged information	32(1), (2)		X	
Authority to withhold information harmful to conservation of heritage sites or endangered species	33		X	
Authority to withhold information that is or will be available to	34		X	

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
public				
Third Party Intervention				
Duty to give third party notice	35		X	
Authority to decide whether to give access to third party information	36(1)		X	
Duty to give notice of decision	36(4)–(6)		X	
Public Health and Safety: Public Interest				
Authority to disclose information in the public interest	37(1)	X		
Duty to give notice to third party, Commissioner	37(3), (4)		X	
Office of the Information and Privacy Commissioner: Reviews and Complaints				
Authority to ask the Commissioner for advice	49(1)		X ³	
Authority to require Commissioner to examine original record on site	50(4)		X ¹	
Authority to receive requests for review	59(1)		X	
Right to make representations to the Commissioner during an Inquiry	71(3), (5)		X ²	

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
Duty to discharge burden of proof	63		X ²	
Duty to comply with Commissioner's Order	66		X ³	
General Provisions				
Allowing a guardian to exercise the rights or powers of a minor	86(1)(e)		X ²	
Authority to specify categories of records available without formal request and require a fee	90		X ¹	
Duty to make manuals available	91		X ¹	
Fees				
Authority to assess and collect fees	96 Regulation 12, 13, 14, 15		X	
Authority to waive fees	96(5)		X	
Duty to give notice of decision to grant or refuse waiver request	96(6)		X	

Delegation Table: Administrative Responsibilities in the *Access to Information Act* and Regulation that May be Assigned

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
Right of Access				
Establishing process for receiving access requests	2(a), (b)		X	
Assuring process for access is made public	Regulation 3(1)		X	

*IPRMO - *IPRMO - the University of Alberta's Information, Privacy and Records Management Office

Footnotes

¹IPRMO will consult with Office of Administrative Responsibility (OAR) and Office of General Counsel (OGC)

²IPRMO will consult with OGC

³IPRMO will consult with OGC and Head of the Public Body