

Access to Information Act Delegation Tables

Delegation Table – Provisions of the *Access to Information Act* and Regulation for which Delegation of Authority Should be Considered

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to other person(s) (provide title(s) – specific or generic)
Right of Access				
Authority to declare request abandoned	10(1)			
Authority to grant continuing request	11(2)			
Duty to assist applicants	12(1)			
Duty to document decisions and actions respecting an access request	Regulation 5(4)			
Duty to provide access to a record	12(2)			
Authority to decide on content of response/ grant or refuse access	13, 14(1)			
Authority to refuse to confirm or deny the existence of a record	14(2)			
Authority to decide how access will be given	15 Regulation 6			
Authority to extend time limit	16(1), (2), (3), (9)			
Authority to transfer a request for access	17			
Authority to disregard requests	9			
Exceptions				

Authority to withhold information harmful to business interests of a third party	19			
Authority to withhold information harmful to personal privacy	20			
Authority to withhold information harmful to individual or public health or safety	21 Regulation 8(1), (3), (5)			
Authority to withhold confidential evaluations	22			
Authority to withhold information harmful to law enforcement	23			
Authority to withhold information harmful to a workplace investigation	24			
Authority to withhold information that reveals the identity of a person who has requested advice or made a disclosure/complaint pursuant to the <i>Public Interest Disclosure Act</i>	25			
Authority to withhold information harmful to intergovernmental relations	26			
Authority to withhold Cabinet and Treasury Board confidences	27			
Authority to withhold local public body confidences	28			
Authority to withhold advice from officials	29			

Authority to withhold information/records about audit by Chief Internal Auditor	29(3)			
Authority to withhold information harmful to economic interests of a public body	30			
Authority to withhold testing procedures, tests and audits	31			
Authority to withhold privileged information	32(1), (2)			
Authority to withhold information harmful to conservation of heritage sites or endangered species	33			
Authority to withhold information that is or will be available to public	34			
Third Party Intervention				
Duty to give third party notice	35			
Authority to decide whether to give access to third party information	36(1)			
Duty to give notice of decision	36(4)–(6)			
Public Interest				
Authority to disclose information in the public interest	37(1)			
Duty to give notice to third party, Commissioner	37(3), (4)			

Reviews and Complaints				
Authority to ask the Commissioner for advice	49(1)			
Authority to require Commissioner to examine original record on site	50(4)			
Authority to receive requests for review	59(1)			
Right to make representations to the Commissioner	71(3), (5)			
Duty to discharge burden of proof	63			
Duty to comply with Commissioner's Order	66			
General Provisions				
Allowing a guardian to exercise the rights or powers of a minor	86(1)(e)			
Authority to specify categories of records available without formal request and require a fee	90			
Duty to make manuals available	91			
Fees				
Authority to assess and collect fees	96			
Authority to waive fees	96(5)			
Duty to give notice of decision to grant or refuse waiver request	96(6)			

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

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