

Access to Information Act

Board of Governors of the Northern Alberta Institute of Technology 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 ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Right of Access				
Authority to disregard requests	9(1)			Delegated to Vice President of affected portfolio Consult with: - General Counsel - ATI Coordinator
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	13, 14(1)		X	

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
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 time limit (during emergencies)	16(9)		X	Consult with General Counsel
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 investigation	24		X	

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Authority to withhold information that reveals the identity of a person who has requested advice or made a disclosure/complaint pursuant to Alberta whistleblower legislation	25		X	
Authority to withhold information harmful to intergovernmental relations	26		X	
Authority to withhold Cabinet and Treasury Board confidences	27		X	Consult with General Counsel
Authority to withhold local public body confidences	28		X	Consult with General Counsel
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	General Counsel

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
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 public	34		X	
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)			Delegated to Vice President of affected portfolio Consult with: - General Counsel - ATI Coordinator
Duty to give notice to third party, Commissioner	37(3), (4)		X	

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Office of the Information and Privacy Commissioner: Reviews and Complaints				
Authority to ask the Commissioner for advice	49(1)		X	General Counsel
Authority to require Commissioner to examine original record on site	50(4)		X	General Counsel, Director or Associate Dean of affected business unit
Authority to receive requests for review	59(1)		X	
Right to make representations to the Commissioner during an Inquiry	71(3), (5)		X	General Counsel
Duty to discharge burden of proof	63		X	General Counsel
Duty to comply with Commissioner's Order	66	X		General Counsel
General Provisions				
Allowing a guardian to exercise the rights or powers of a minor	86(1)(e)		X	General Counsel
Authority to specify categories of records available without formal request and require a fee	90		X	General Counsel, Director or Associate Dean of affected business unit
Duty to make manuals available	91		X	General Counsel, Director or Associate Dean of affected business unit

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

Confirmation of Delegation

In effect as of June 11, 2025, the foregoing delegation table is made under the authority of Section 87 of the *Access to Information Act*, SA 2024, c A-1.4 (as amended or replaced from time to time) (the “**Act**”). The delegation table constitutes the formal delegation by the President, as head of the Board of Governors of the Northern Alberta Institute of Technology (“**NAIT**”), of the powers, duties, and functions of the head of a public body under the Act to the position(s) identified herein (each, a “**Designate**”).

Each Designate may further subdelegate such delegated powers, duties, or functions to persons within their respective units or departments; however, a Designate remains fully responsible and accountable to the President for the proper exercise of all delegated authority, including authority exercised by any subdelegate.

A change in the title of any Designate identified in this delegation table shall not, in and of itself, affect the validity, scope, or continuity of that delegated authority. For interpretation of this table, the new title shall be deemed to replace the retired title without need for amendment. However, where the substantive duties, functions, or decision-making responsibilities of a Designate’s position are materially changed, the delegation associated with that position shall be subject to review and, where appropriate, amendment.

The delegation of such powers, duties, or functions of the head of the public body under the Act as described herein shall remain in effect until a president of NAIT, who has been duly appointed under Section 81(1) of the *Post-Secondary Learning Act*, SA 2003, c P-19.5 (as may be amended or replaced from time to time), otherwise amends or revokes such delegation.

This delegation table shall also serve as NAIT's source of truth for the prior delegation of substantially similar powers, duties, and functions of the head of a public body under the now repealed *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.



Laura Jo Gunter, President and CEO
Board of Governors of the Northern Alberta
Institute of Technology