

BYLAW NO. 6-99

**BEING A BYLAW OF THE BEAVER REGIONAL
WASTE MANAGEMENT SERVICES COMMISSION
TO CREATE THE POSITION OF HEAD OF THE
COMMISSION FOR THE PURPOSE OF THE
FREEDOM OF INFORMATION AND PROTECTION
OF PRIVACY ACT**

PURSUANT to the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT as amended, by bylaw, a Regional Services Commission must appoint a Head for the purposes of that Act:

NOW THEREFORE the Board of the Beaver Regional Waste Management Services Commission, in the Province of Alberta, duly assembled, enacts:

CITATIONS

1. This Bylaw may be cited as "Freedom of Information and Protection of Privacy Act Head Bylaw".

DEFINITIONS

In this bylaw:

2. (a) Any capitalized words not defined within this Bylaw will have the meaning as set out in the Freedom of Information and Protection of Privacy Act, as amended from time to time.
3. Words importing the masculine gender only shall include the feminine gender when the context requires.
4. Words importing the singular shall include the plural or vice versa when the context requires.

APPOINTMENT OF THE HEAD

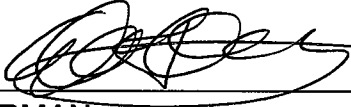
5. There shall be in and for the Commission, a Head, who shall have the responsibilities and duties as set out in the Freedom of Information and Protection of Privacy Act.

6. The Head shall be the individual holding the position of Chief Administrative Officer of the Commission or any person carrying out the duties of the Chief Administrative Officer on a temporary or acting basis.
7. The Chief Administrative Officer may delegate responsibilities and duties in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

ENACTMENT

8. This Bylaw shall become effective on the date of final passing.

PASSED this 16 day of September 1999.



CHAIRMAN



CHIEF ADMINISTRATIVE OFFICER

Appendix 2 Delegation Table

Responsibility / Description	Section Number	Retained By Head	Delegated to FOIP Coordinator	Other Delegated Authority <i>(title - specific or generic)</i>
Right of Access				
Authority to grant continuing requests	8(2)			
Duty to assist applicants	9(1)			
Duty to create records	9(2)			
Authority to decide on content of response	11			
Authority to decide how access will be given	12			
Authority to extend time limit	13			
Authority to request Commissioner's permission for extension of more than 30 days	13			
Authority to transfer a request	14			
Exceptions - Release and Refusal Decisions				
Business interests of a third party	15			
Personal privacy	16			
Protection of individual or public health and safety	17			
Confidential evaluations	18			
Law enforcement	19			

Appendix 2: Delegation Table

Responsibility / Description	Section Number	Retained By Head	Delegated to FOIP Coordinator	Other Delegated Authority (title - specific or generic)
Intergovernmental relations	20			
Cabinet confidences	21			
Local public body confidences	22			
Advice from officials	23			
Economic interests of a public body	24			
Testing procedures, tests and audits	25			
Privileged information	26(1) & (2)			
Conservation of heritage sites	27			
Information that is or will be available to public	28			
Third Party Intervention				
Giving third party notice	29			
Giving notice of decision	30			
Giving other notices	16 & 31			
Public Interest				
Approval of disclosure in public interest	31			
Collection, Protection and Retention of Personal Information				
Ensuring proper collection	33(3)			
Authority to decide on correction of personal information	35			

Responsibility / Description	Section Number	Retained By Head	Delegated to FOIP Coordinator	Other Delegated Authority (title - specific or generic)
Ensuring protection of personal information	36			
Use and Disclosure of Personal Information				
Disclosure to relative of deceased individual	38(1)(aa)			
Disclosure for research and statistical purposes and administration of agreements	40(c)			
Reviews and Complaints				
Authority to ask the IPC for advice	52(1)			
Authority to request IPC to disregard requests	53			
Require Commissioner to examine original record on site	54(4)			
Make representations to the Commissioner	66(3), 66(5) & 66(6)			
Asserting burden of proof	67			
Duty to comply with Commissioner's Order	68			
General Provisions				
Report uses or disclosures of personal information not in Directory	82(4)*, 82(6)** & 82(8)			
Specify categories of records available without formal request	83			

* Applies only to provincial government bodies.

** Applies only to local public bodies.

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Responsibility / Description	Section Number	Retained By Head	Delegated to FOIP Coordinator	Other Delegated Authority (title - specific or generic)
Make manuals available	84			
Fees				
Authority to assess and collect fees	87			
Authority to waive fees	87(4)			