



ALBERTA

M.O. PSES 5/2023

MINISTERIAL ORDER

I, **RAE-ANN LAJEUNESSE**, Deputy Minister of Public Safety and Emergency Services for the Province of Alberta, pursuant to section 85(1) of the *Freedom of Information and Protection of Privacy Act* and sections 21(1) and 21(1.1) of the *Interpretation Act*, make the following Order:

Terminology

1. In this Order, the terms used have the same meanings as those used in the *Freedom of Information and Protection of Privacy Act* ("FOIP"), unless otherwise noted.
2. In this Order:
 - a. "general FOIP access request" means an access request under FOIP that is not for records containing the personal information of the applicant;
 - b. "personal FOIP access request" means an access request under FOIP for records containing the personal information of the applicant.
3. In this Order, all section references are to FOIP.
4. In this Order, any reference to a position includes any person holding that position or any person designated as acting for that person.

Delegation

5. With respect to the duties, powers, and functions of the head of the Department of Public Safety and Emergency Services (the "Public Body") for the purposes of FOIP, I make the following delegation:

General FOIP Access Requests

- (1) To the Assistant Deputy Minister, Financial Services (the "Assistant Deputy Minister") decisions of the head of the Public Body in relation to:

- (a) responding to general FOIP access requests, including sections 12, 16-29;
 - (b) requests for correction to a record of the personal information of the applicant, namely section 36;
 - (c) sections: 31, 42, 88, 89, 93; and
 - (d) sections 6 and 7 of the *Freedom of Information and Protection of Privacy Regulation*, A.R. 186/2008.
- (2) To the individuals designated as FOIP Coordinator, Access Services, decisions of the head of the Public body in regard to:
- (a) the general administrative processing of general FOIP access requests, including sections 8, 9, 14, and 15;
 - (b) allowing a guardian to exercise the rights or powers of a minor, namely section 84; and
 - (c) section 4 of the *Freedom of Information and Protection of Privacy Regulation*, A.R. 186/2008.
- (3) To the individuals designated as Director, Access Services, the duties, powers, and functions listed in subsection (2) where the Director determines that it is appropriate for the Director to exercise those duties, powers, and functions in place of the FOIP Coordinator.
- (4) To the Assistant Deputy Minister, the delegated duties, powers, and functions listed in subsection (2) where the Assistant Deputy Minister determines that it is appropriate for the Assistant Deputy Minister to exercise those duties, powers, and functions in place of the FOIP Coordinator.

Personal FOIP Access Requests

- (5) To the individuals designated as FOIP Coordinator, Personal Request Services, decisions of the head of the Public body in regard to:
- (a) the general administrative processing of personal FOIP access requests, including sections 8, 9, 14, and 15;
 - (b) responding to personal FOIP access requests, including sections 12, 16-29;

- (c) transferring requests for correction of personal information, namely section 37;
 - (d) allowing a guardian to exercise the rights or powers of a minor, namely section 84; and
 - (e) section 4 of the *Freedom of Information and Protection of Privacy Regulation*, A.R. 186/2008.
- (6) To the Director, Personal Request Services, the delegated duties, powers, and functions listed in subsection (5) where the Director determines that it is appropriate for the Director to exercise those duties, powers, and functions in place of the FOIP Coordinator.
 - (7) To the Assistant Deputy Minister, the delegated duties, powers, and functions listed in subsection (5) where the Assistant Deputy Minister determines that it is appropriate for the Assistant Deputy Minister to exercise those duties, powers, and functions in place of the FOIP Coordinator.

Privacy Services

- (8) To the Manager, Privacy Services, decisions of the head of the Public Body in regard to:
 - (a) allowing a guardian to exercise the rights or powers of a minor, namely section 84.
- (9) To the Director, Privacy Services, the delegated duties, powers, and functions listed in subsection (8) where the Director determines that it is appropriate for the Director to exercise those duties, powers, and functions in place of the Manager, Privacy Services.

Miscellaneous

6. The above-noted delegations are subject to the following restrictions:

- (1) when exercising their authority, the delegates are expected to seek advice from me in relation to a particularly sensitive or complex matter;
- (2) Alberta Justice legal counsel shall be consulted where a particular request raises a novel or unusual interpretative question;
- (3) where a particular request does or is likely to have an impact on other departments of the Government of Alberta, delegates are expected to seek advice from designated representatives from the departments of Executive Council and Service Alberta and Red Tape Reduction; and

(4) decisions made by the delegates are expected to be in accordance with the *Interpretive Guide for FOIP Decision-Makers*.

7. While the above delegations remain in effect, the Minister of Public Safety and Emergency Services (the "Minister") and I concurrently retain the full powers of the head of the Public Body.
8. Upon notice, either the Minister or I may exercise any of the powers, duties, or functions given to a delegate in regard to a particular matter, provided no decision has yet been made in relation to that matter.
9. The delegates shall consult me if any of the delegated powers in this instrument require clarification generally, or with respect to a particular matter.

Dated at the City of Edmonton, in the Province of Alberta, this 6 day
of March, 2023.


DEPUTY MINISTER OF PUBLIC SAFETY AND EMERGENCY SERVICES
FOR THE PROVINCE OF ALBERTA