



County of Wetaskiwin No. 10 BYLAW # 2026/34

A bylaw of the County of Wetaskiwin No. 10 in the Province of Alberta, for the purpose of establishing the administrative function and set fees in relation to the *Access to Information Act* and the *Protection of Privacy Act*.

WHEREAS, pursuant to Section 98 of the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time, the County of Wetaskiwin No. 10 must designate a person or group of persons as the head of the County for the purposes of the *Access to Information Act* and the *Protection of Privacy Act*; and

WHEREAS, Council considers it appropriate to designate the Chief Administrative Officer as the Head of the County for the purposes of the *Access to Information Act* and the *Protection of Privacy Act*; and

WHEREAS, pursuant to Sections 96 and 98 of the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time, the County may set fees payable to the County for services under the *Access to Information Act* and Regulations; and

NOW THEREFORE the Council of the County of Wetaskiwin No. 10, in the Province of Alberta, duly assembled, hereby enacts the following:

PART 1 - TITLE

1. This Bylaw shall be cited as the **"ATIA/POPA Bylaw"**.

PART 2 - DEFINITIONS

2. **"Applicant"** means a person who makes a request for access to a record under *the Access to Information Act*;
3. **"ATIA"** means the *Access to Information Act* S.A. 2024, c. A-1.4, as amended from time to time;
4. **"Chief Administrative Officer"** (CAO) mean the person appointed by Council to the position of Chief Administrative Officer or an individual designated to perform the required duties of the CAO.;
5. **"County"** means the County of Wetaskiwin No. 10, and includes all the members or officers of which are appointed by the County, and any board, committee, commission, panel, agency or corporation that is created or governed by the County;
6. **"Delegatee"** means the formal process whereby the Head of the Public Body authorizes an employee or officer to perform certain duties, or to exercise certain powers or functions of the Head under the ATIA and POPA;
7. **"Delegation Instrument"** means the document that outlines the duties and responsibilities related to *the ATIA and POPA*, as delegated by the Head;
8. **"POPA"** means the *Protection of Privacy Act*, S.A. 2024, c. P-28.5, as amended from time to time;
9. **"Privacy Officer"** means the employee or officer delegated to be responsible for the overall management of access to information and protection of personal information for the County;
10. **"Province"** means the Province of Alberta;
11. **"Routine Disclosure"** means the routine and automatic release of certain types of administrative and operational records in response to informal rather than formal requests under the applicable legislation.

PART 3 - DESIGNATED AUTHORITY

12. The County Council has designated the CAO as the Head of the Public Body for the purposes of the *Access to Information Act* and *Protection of Privacy Act*.





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13. The Head is hereby authorized to delegate to any person any duty, power, or function of the Head, except the power to delegate.

PART 4 - DELEGATION OF RESPONSIBILITIES

14. Delegation under the ATIA and POPA is subject to the following stipulations:
- a) That the person to whom the duties, powers, and functions are delegated are bound by the same jurisdictional, legislative, and administration limitations to which the Head is subject, under applicable legislation;
 - b) That the duties, powers, and functions may also be exercised by any person who holds the position in an acting capacity; and
 - c) That notwithstanding this Delegation, the Head retains full authority to exercise any duty, power, or function under ATIA and POPA at any time.
15. The delegated authorities and responsibilities under this Bylaw are established under the County's Privacy Management Program..

PART 5 - PROVISIONS

16. Pursuant to the ATIA and POPA, individuals have the following rights:
- a) To access records in the custody or under the control of a public body subject to limited and specific exceptions as set out in the ATIA;
 - b) To have personal privacy protected by controlling the manner in which a public body may collect, use, and disclose personal information as set out in the POPA;
 - c) To access to an individual's own personal information, subject to limited and specific exceptions as set out in the POPA;
 - d) To request correction of personal information about them held by the public body as set out in the POPA; and
 - e) To request an independent review of decisions made by a public body under the ATIA and to have complaints investigated by the Office of the Information and Privacy Commissioner of Alberta (OIPC).

PART 6 - FEES

17. Where an applicant is required to pay a fee for access to information services, the fee payable is in accordance with the ATIA and applicable regulations, as amended or any successor regulation that sets out fees for requests for information.
18. Fees related to Access and Privacy for the County are contained in Schedule "G" of the Fees and Charges Bylaw.

PART 8- REPEAL

19. That Bylaw # 2023/10 is hereby repealed in its entirety.

PART 9 - EFFECTIVE DATE

20. That this Bylaw shall come into effect upon the date of Third and Final Reading.

READ for the FIRST TIME this	<u>30</u>	day of	<u>June</u>	, A.D.,	<u>2026</u>
READ for the SECOND TIME this	<u>30</u>	day of	<u>June</u>	, A.D.,	<u>2026</u>
READ for a THIRD and FINAL time this	<u>30</u>	day of	<u>June</u>	, A.D.,	<u>2026</u>

Original Signed

REEVE

Original Signed

CAO