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Town of Nanton

BYLAW NUMBER: 1423/26

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO ESTABLISH ACCESS TO INFORMATION AND THE PROTECTION OF PRIVACY ACT RELATED ADMINISTRATIVE STRUCTURES AND FEES.

1. ENACTMENT:

WHEREAS Section 7 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, provides that a council may pass bylaws for municipal purposes;

AND WHEREAS under the authority of, and subject to the provisions the *Access to information Act s. 87, 98(a)* and the *Protection of Privacy Act s.55*, as amended (hereinafter referred to as "ATIA and POPA"), the Town of Nanton designates as person or group of persons as the head of the local public body for the purposes of this Act;

AND WHEREAS under the authority of and subject of the provisions the *Access to Information Act s.96, 98(b)*, Council may set fees the local public body requires to be paid for services rendered;

NOW THEREFORE the Council of the Town of Nanton, duly assembled, enacts as follows:

2. INTERPRETATION:

- 2.1 The purpose of this Bylaw is to establish the administrative structure in relation to the Access to Information Act and the Protection of Privacy Act and to set fees thereunder.
- 2.2 This Bylaw will be cited as the "Access to Information and the Protection of Privacy Bylaw".
- 2.3 Unless otherwise specified, the words used in the Bylaw have the same meaning as defined in the *Access to information Act* and to *Protection of Privacy Act*
 - i. **Access to Information and Privacy Coordinator** means the Legislative Services employee of the Town of Nanton appointed by the Head to administer and coordinate the Town's obligations under the Access to Information Act and the Protection of Privacy Act, including the processing of access to information requests, the administration of privacy matters, and the exercise of any powers or duties delegated by the Head in accordance with applicable legislation and municipal bylaws.
 - ii. **Applicant** means a person who makes a request for access to a record under section 7(1) of the *Access to Information Act*.
 - iii. **"ATIA and POPA"** refers to the Access to Information Act Statues of Alberta, 2024 Chapter A-1.4 and Protection of Privacy Act, Statues of Alberta, 2024 Chapter P-28.5 as amended.

- iv. **Council** means the Council of the Municipality of the Town of Nanton in the Province of Alberta.
- v. **Employee** includes any person who is employed by the Town of Nanton, a volunteer or service provider thereof.
- vi. **Head** means the Chief Administrative Officer of the Town of Nanton, being the person designated by Council as the chief officer charged with the administration and operation of the Town, and who acts as the head of the Town of Nanton as a local public body for the purposes of the Access to Information Act and the Protection of Privacy Act.

3. ADMINISTRATION:

- 3.1 For the purpose of the Act, the Chief Administrative Officer is designated as the Head of the Municipality.
- 3.2 The Head of the Town of Nanton is hereby authorized to delegate to the Legislative Services or designate any duty, power or function of the Head except the power to delegate.


4. FEES:

- 4.1 Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the *Access to Information Act* Statutes of Alberta, 2024 Chapter A-1.4, as amended from time to time or any successor Regulation that sets fees for request for information from the Province of Alberta.


4. EFFECTIVE DATES AND READINGS:

- 6.1 This bylaw repeals Bylaw # 1083 and any amendments thereto.
- 6.2 Read a **first** time this 19th day of January, 2026.

TOWN OF NANTON



CHIEF ELECTED OFFICIAL




CHIEF ADMINISTRATIVE OFFICER




6.3 Read a **second** time this 19th day of January, 2026.

TOWN OF NANTON




CHIEF ELECTED OFFICIAL




CHIEF ADMINISTRATIVE OFFICER

6.4 Read a **third** time this 19th day of January, 2026.

TOWN OF NANTON



CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICER

