

BYLAW NO 2108-26

BEING A BYLAW OF THE CITY OF WETASKIWIN, IN THE PROVINCE OF ALBERTA, TO DESIGNATE A PERSON AS THE HEAD OF THE CITY OF WETASKIWIN FOR THE PURPOSES OF THE ACCESS TO INFORMATION ACT (ATIA) AND THE PROTECTION OF PRIVACY ACT (POPA)

WHEREAS pursuant to section 191 of the *Municipal Government Act*, RSA 2000 Chapter M-26, as amended, provides a council with the authority to make, amend or repeal a bylaw;

AND WHEREAS, pursuant to section 98 of the Access to Information Act, SA 2024, c A-1.4, Council must designate a person or group of persons as the Head of the municipality for the purposes of the Act.

AND WHEREAS, pursuant to section 95 of the Protection of Privacy Act, SA 2024, c. P-28.5, a public body must designate a person or group of persons as the Head of the public body for the purposes of that Act;

AND WHEREAS, pursuant to section 98(a) and 98(b) of the Access to Information Act (ATIA), the municipality may set fees payable in accordance with services provided under the Act and associated regulations;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the City of Wetaskiwin, in the Province of Alberta, enacts as follows:

1. TITLE

- 1.1 This Bylaw may be cited as the 'Privacy and Access Bylaw'.

2. DEFINITIONS

2.1 In this bylaw:

- a) **'Acts'** means the Protection of Privacy Act (POPA) SA 2024, c. P-28.5 and the Access to information Act (ATIA) SA 2024, c.A-1.4;
- b) **'Applicant'** means a person who makes a request to the City to access a record under section 7(1) of the ATIA;
- c) **'City Manager'** means the Chief Administrative Officer for the City of Wetaskiwin as appointed by Council;
- d) **'City'** means the municipal corporation of the City of Wetaskiwin;
- e) **'Council'** means the elected officials for the municipality of the City of Wetaskiwin;
- f) **'Head'** means the individual designated by Council under this Bylaw; and
- g) **'Regulations'** means the regulations pertaining to the ATIA and the POPA.

3. INTERPRETATION AND APPLICATION

- 3.1 The headings in this bylaw are for reference only and all interpretations of the bylaw shall be consistent with the requirements of the Acts.
- 3.2 In the event of a conflict between this Bylaw and the Acts or Regulations, the Acts and Regulations prevail.

4. DESIGNATION

- 4.1 For the purpose of this bylaw, the City Manager is designated as the "Head"
- 4.2 The Head may delegate any duties or responsibilities as deemed appropriate pertaining to the Acts in the municipality of the City of Wetaskiwin.

5. FEES

- 5.1 Where an Applicant is required to pay a fee for services provided under the Access to Information Act, the fees payable are established in accordance with the Access to Information Act Regulation, AR 133/2025, and any amendments thereto, or any successor regulation that sets fees for requests for information from the Province. See Appendix "A" for information purposes only, does not form part of this Bylaw, and sets out a list of applicable fees.

6. SEVERABILITY

- 6.1 If a court of competent jurisdiction should declare any section or subsection of this bylaw to be invalid, such section or subsection shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw, and it is hereby declared that the remainder of the bylaw shall be valid and remain in force.

6. TRANSITION

- 6.1 This Bylaw shall repeal Bylaw No.1995-21 and any amendments thereto on the date of final passing.
- 6.2 Wherever the '*Freedom of Information and Protection of Privacy Act*' is referenced in any existing bylaw, policy, procedure, agreement, form, or record of the City, it shall be read as a reference to the corresponding provisions of the *Access to Information Act* and the *Protection of Privacy Act*, as appropriate in the circumstances.
- 6.3 Such references shall be interpreted in a manner that best gives effect to the intent of the original reference under the former Act.
- 6.3 This bylaw shall come into full force and effect on third and final reading.

READ a first time this 14 day of July, 2026

READ a second time this 14 day of July, 2026

READ a third time this 14 day of July, 2026

The Original document has been signed, sealed
and filed with Record Management

Joe Branco, Mayor

Sue Howard, City Manager

Uncertified

APPENDIX 'A'

This Appendix is provided for information purposes only and does not form part of this Bylaw. In the event of any inconsistency, the provisions of the Access to Information Act and its regulations prevail

Fees and Charges Table

Item / Category	Description	Fee / Cost
1	Searching for, locating, and retrieving a record	\$6.75 per ¼ hour
2	Preparing and handling a record for disclosure	\$6.75 per ¼ hour
3	Supervising the examination of a record	\$6.75 per ¼ hour
4	Shipping a record or a copy of a record	Actual cost to public body
5	Converting a record into a redactable format	\$0.25 per page
—	Not listed in items 2 to 5 above	Public body
6	Reformatting audiovisual files into a redactable format	\$6.75 per ¼ hour
7	Producing a paper copy – black and white (up to 8½" × 14")	\$0.25 per page
8	Producing a paper copy – other formats	\$0.50 per page
9	Producing a paper copy from microfiche or microfilm	\$0.50 per page
10	Producing plans and blueprints	Actual cost to public body
11	Duplication – microfiche and microfilm	Actual cost to public body
12	Duplication – computer disks	\$5.00 per disk
13	Duplication – computer tapes	Actual cost to public body
14	Duplication – slides	\$2.00 per slide
15	Duplication – audio and video tapes	Actual cost to public body
16	Photographic copy (4" × 6")	\$3.00
17	Photographic copy (5" × 7")	\$6.00
18	Photographic copy (8" × 10")	\$10.00
19	Photographic copy (11" × 14")	\$20.00
20	Photographic copy (16" × 20")	\$30.00
21	Producing a copy of a record by any process or in any medium or format	Actual cost to public body