VILLAGE OF ROSEMARY
In the Province of Alberta

Bylaw #532-26
ATIA & POPA BYLAW

A BYLAW OF THE VILLAGE OF ROSEMARY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE ADMINISTRATIVE STRUCTURE AND FEES IN RELATION TO THE *ACCESS TO INFORMATION ACT* AND THE *PROTECTION OF PRIVACY ACT*.

WHEREAS Section 7 of the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, provides that a Council may pass bylaws for municipal purposes.

AND WHEREAS, pursuant to Section 98(a) of the *Access to Information Act* (ATIA), the Village of Rosemary must designate a person or group of persons as the head of the public body for the purposes of the ATIA;

AND WHEREAS, pursuant to Section 87 of the ATIA and s. 55 of the *Protection of Privacy Act* ("POPA"), the head of the public body may delegate to any person any power, duty or function of the head under ATIA or POPA except the power to delegate;

AND WHEREAS, pursuant to Sections 96 and 98(b) of the ATIA, the Village of Rosemary may set fees payable to the Village for services provided under the ATIA and its regulations;

NOW THEREFORE the Council of the Village of Rosemary enacts as follows:

1. Title

a) This Bylaw may be cited as the "ATIA & POPA Bylaw."

2. Purpose

a) The purpose of this bylaw is to establish the administrative structure of the Village of Rosemary in relation to the *Access to Information Act* and the *Protection of Privacy Act*, and to set fees thereunder.

3. Definitions

In this bylaw, unless the context otherwise requires:

a) "Applicant" means a person who makes a request for access to a record under section 7 of the ATIA;

b) "ATIA" means the *Access to Information Act*, Statutes of Alberta, 2024, chapter A-1.4;

c) "Council" shall mean the Council of the Village of Rosemary in the Province of Alberta;

d) "Village" means the Village of Rosemary and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Village of Rosemary and all the members or officers of which are appointed or chosen by the Village of Rosemary;

e) "Village Administrator" means the person appointed as the Chief Administrative Officer of the Village of Rosemary, and includes any person who holds the position of Village Administrator in an acting capacity;

f) "Employee" includes any person who is employed by the Village of Rosemary, a volunteer, or a service provider;

g) "POPA" means the *Protection of Privacy Act*, Statues of Alberta, 2024, chapter P-28.5;

h) "Privacy and Access to Information Officer" means the individual responsible for coordinating access to information requests, promoting the timely and secure disclosure of records, and ensuring the Village's compliance with ATIA and POPA;

i) "Province" means the Province of Alberta.

4. General

a) The Village takes the protection of personal information seriously, and Employees are committed to protecting any personal information that we collect, use and disclose.

5. Roles & Responsibilities

a) The Chief Administrative Officer is designated "Head" of the Village for the purposes of ATIA and POPA.

b) The Administrative Assistant is designated "Privacy and Access to Information Officer" for the Village for the purposes of POPA and ATIA.

6. Fees

a) Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the *Access to Information Act Regulation O. c.197/2025* unless the fee for services is included in the Village's current Schedule of Fees Bylaw.

That this Bylaw shall come into force upon the passing thereof and hereby rescinds Bylaw #324-99 and Bylaw #326-99.

READ a first time this 26th day of May 2026.

READ a second time this 26th day of May 2026.

READ a third time and passed by unanimous consent this 26th day of May 2026.

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Yoko Fujimoto, Mayor Sharon Zacharias, CAO