
**BYLAW NO. 1107 - 2026 OF THE TOWN OF SEXSMITH, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH ACCESS TO INFORMATION AND THE PROTECTION OF PRIVACY ACT
RELATED ADMINISTRATIVE STRUCTURE AND FEES**

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 of 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 "*AT/A* and *POPA*"), Town of Sexsmith Council designates a 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 Town of Sexsmith, duly assembled, enacts as follows:

Title

1. This Bylaw may be cited as the "ATIA and POPA Bylaw".

Purpose

2. 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.

Definitions

Unless otherwise specified, the words used in the Bylaw have the same meaning as defined in the *Access to Information Act* and the *Protection of Privacy Act*.

3. "**Applicant**" shall mean a person who makes a request for access to a record under section 7(1) of the *Access to Information Act*.
4. "**Council**" shall mean the Council of Town of Sexsmith, in the Province of Alberta.
5. "**Employee**" Includes any person who is employed by Town of Sexsmith, a volunteer, or a service provider.
6. "**ATIA and POPA**" refers to the *Access to Information Act* SA, 2024 C A-1.4 and *Protection of Privacy Act*, SA, 2024 C P-28.5, as amended.
7. "**ATI Coordinator**" is the Employee appointed as the Access to Information (ATI) Coordinator & POP Coordinator by the Head.

BYLAW NO. 1107-2026, ACCESS TO INFORMATION AND THE PROTECTION OF
PRIVACY ACT
Municipal Government Act RSA 2000 Chapter M-26 and amendments thereto
Part 2, Section 7

8. **“Town of Sexsmith Manager”** means the person appointed as the Chief Administrative Officer of the Town of Sexsmith, and includes any person who holds the position of Town Manager in an Acting capacity
9. **“Head”** For the purposes of the ATIA and POPA, the Town Manager is designated the Head of the public body.

Designation

10. For the purposes of ATIA and POPA, the Town Manager is designated as the Head of the public body and may designate a person or persons to be the ATI Coordinator
11. The Administrative Supervisor, or such other person or persons as is designated in writing by the Head, is designated as the "ATI Coordinator" for the purposes of the Acts and is responsible for administering access to information requests, protecting privacy, coordinating compliance with ATIA and POPA, and promoting the timely and secure disclosure of records.

Fees

12. When an applicant is required to pay a fee for services, the payable fees shall be in accordance with the Access to Information Act Regulation O.C 197/2025 as set in Schedule 14 of the regulation and as set out in the *Town of Sexsmith Schedule “A” of Fees, Rates and Charges Bylaw*.

Transitional

13. Bylaws 770 & 771 are repealed upon the third reading of Bylaw 1107-2026
14. This Bylaw comes into full force and effect upon receiving third reading.

READ a first time this 2nd day of February 2026

READ a second time this 2nd day of February 2026

READ a third time and finally passed this 2nd day of February 2026



Kate Potter, Mayor



Rachel Wueschner
Chief Administrative Officer