SUMMER VILLAGE OF NORGLENWOLD
ATIA/POPA ADMINISTRATION & DELEGATION
BYLAW NO. #297-26

A BYLAW OF THE SUMMER VILLAGE OF NORGLENWOLD IN THE PROVINCE OF ALBERTA TO ESTABLISH ADMINISTRATIVE AUTHORITY UNDER THE ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT.

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

AND WHEREAS the Access to Information Act and the Protection of Privacy Act require municipalities to establish processes respecting access to information and protection of personal information;

AND WHEREAS Council wishes to establish administrative authority respecting the operational administration of the legislation;

NOW THEREFORE the Council of the Summer Village of Norglenwold, duly assembled, hereby enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as the *ATIA / POPA Administration and Delegation Bylaw.*

2. PURPOSE

2.1 The purpose of this Bylaw is to establish administrative authority and delegated responsibilities respecting the operational administration of the Access to Information Act and the Protection of Privacy Act.

3. DEFINITIONS

3.1 In this Bylaw:

a) “ATIA” means the Access to Information Act;
b) “POPA” means the Protection of Privacy Act;
c) “Council” means the Council of the Summer Village of Norglenwold;
d) “Head” means the Head of the Public Body as defined under the applicable legislation;
e) “Municipality” means the Summer Village of Norglenwold.

4. DESIGNATION OF HEAD

4.1 For the purposes of the Access to Information Act and the Protection of Privacy Act, the Chief Administrative Officer (CAO) is designated as the delegated “Head” of the public body, except where prohibited by legislation.

5. ADMINISTRATIVE AUTHORITY

5.1 The Chief Administrative Officer is authorized to:

a) administer the municipality's Privacy Management Program;
b) receive and process access to information requests;
c) receive and respond to correction requests and privacy complaints;
d) coordinate privacy breach and incident response procedures;
e) extend timelines and issue notices as permitted under the legislation;
f) perform duties and exercise powers permitted under the legislation.

6. FEES

6.1 Fees associated with requests made under the Access to Information Act or the Protection of Privacy Act shall be established in accordance with the Municipality's Fees Bylaw, or as otherwise permitted by legislation.

7. SEVERABILITY

7.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall remain in full force and effect.

8. EFFECTIVE DATE

8.1 This Bylaw shall come into force upon third and final reading.

READ A FIRST TIME this 26th day of June 2026.

READ A SECOND TIME this this 26th day of June 2026.

READ A THIRD AND FINAL TIME this this 26th day of June 2026.

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ROD MILLER, MAYOR

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TANNER EVANS, CAO