

**BYLAW 942-R-06-26  
TOWN OF COALDALE  
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE  
TO ESTABLISH ACCESS TO INFORMATION AND THE PROTECTION OF PRIVACY  
RELATED TO ADMINISTRATIVE STRUCTURES AND FEES.**

**WHEREAS** pursuant to Section 7 of the *Municipal Government Act R.S.A. 2000, Chapter M-26* and amendments thereto, that permits Council to pass bylaws for municipal purposes;

**AND WHEREAS** under the authority of, and subject to the provisions of the *Access to Information Act*, section 87, and 98(a), and the *Protection of Privacy Act*, Section 55, as amended (hereinafter referred to as “ATIA and POPA”), the Town of Coaldale 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 to the provisions of the *Access to Information Act*, section 96, and 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 Coaldale duly assembled, hereby enacts as follows:

**1.0 TITLE**

This Bylaw may be cited as the “Privacy Bylaw”.

**2.0 DEFINITIONS**

Unless the context specifically indicates otherwise, the meaning used in this Bylaw shall be as follows:

**Applicant** means a person who makes a request for access to a record under section 7(1) of the *Access to Information Act*;

**ATIA** means the *Access to Information Act*, Statutes of Alberta, 2024 Chapter A-1.4;

**Bylaw** means the ATIA and POPA Bylaw established by the Municipality;

**Chief Administrative Officer** means the Chief Administrative Officer for the Town, or his designate;

**Council** means the Council for the Town of Coaldale;

**Employee** means any person who is employed by the Town of Coaldale, a volunteer, or a service provider;

**Head** for the purposes of the Acts, the Chief Administrative Officer is designated as the Head;

**Municipality** means the Town of Coaldale;

**POPA** means the *Protection of Privacy Act*, Statutes of Alberta, 2024 Chapter P-28.5; and

**Privacy Officer** means the Municipal Clerk, appointed as the Privacy Officer by the Chief Administrative Officer;

### **3.0 GENERAL**

3.1 The Town of Coaldale recognizes the importance of protecting personal information and is committed to ensuring it is collected, used, and disclosed in accordance with applicable legislation. The Town aims to be open and transparent by providing access to information, while ensuring privacy is protected in accordance with the Acts.

### **4.0 DESIGNATION**

4.1 The Chief Administrative Officer is designated as the “Head” of the Town of Coaldale for the purposes of the Acts.

4.2 The Municipal Clerk, under the authority of the Head, is designated as the “Privacy Officer” 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.

### **5.0 FEES**

5.1 When an applicant is required to pay a fee for services, the fees are payable in accordance with the *Access to Information Act*, Alberta Regulation 133/2025, as amended, and applied in the Town of Coaldale Fees & Rate Bylaw, as amended.

### **6.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**7.0 EFFECTIVE DATE**

This Bylaw shall come into full force and effect when this Bylaw has achieved third reading and is duly signed.

READ a FIRST time this 8<sup>th</sup> day of June 2026, for Privacy Bylaw 942-R-06-26.

\_\_\_\_\_  
Mayor – Jack Van Rijn  
Motion: 190-2026

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CAO – Kalen Hastings

READ a SECOND time this 8<sup>th</sup> day of June 2026, for Privacy Bylaw 942-R-06-26.

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Mayor – Jack Van Rijn  
Motion: 191-2026

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CAO – Kalen Hastings

UNANIMOUS CONSENT to hold all three readings in one meeting this 8<sup>th</sup> day of June 2026, for Privacy Bylaw 942-R-06-26.

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Mayor – Jack Van Rijn  
Motion: 192-2026

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CAO – Kalen Hastings

READ a THIRD and FINAL time this 8<sup>th</sup> day of June 2026, for Privacy Bylaw 942-R-06-26.

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Mayor – Jack Van Rijn  
Motion: 193-2026

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CAO – Kalen Hastings