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**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO DESIGNATE THE HEAD OF THE PUBLIC BODY AND ESTABLISH FEES IN RELATION TO THE ACCESS TO INFORMATION ACT.**

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A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of designating the Head of the public body and establishing fees in relation to the *Access to Information Act*, S.A. 2024, Chapter A-1.4.

**WHEREAS**, pursuant to Section 98 of the *Access to Information Act*, S.A. 2024, Chapter A-1.4 and amendments thereto, the Municipal Council of the Town of Blackfalds must designate a person or group of persons as the Head of the municipality for the purposes of the *Access to Information Act*, and

**WHEREAS**, pursuant to Section 87 of the *Access to Information Act*, S.A. 2024, Chapter A-1.4, the designated Head may delegate to any person any duty, power, or function of the Head, except the power to delegate, and

**WHEREAS**, in accordance with Section 187 of the *Municipal Government Act* and Section 96 of the *Access to Information Act* (the Act), Council may pass a Bylaw establishing fees to charge for services rendered under the Act,

**NOW THEREFORE**, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “**Access to Information Bylaw**”.

**PART 2 – DEFINITIONS**

- 2.1 In this Bylaw:
- (a) “**Act**” means the *Access to Information Act*.
  - (b) “**Administrative Policy**” means a policy that is written direction of the CAO that focuses on how the Town does business within its own operations.
  - (c) “**Applicant**” means an individual who makes a request to access information under Section 7 of the Act.
  - (d) “**CAO**” means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
  - (e) “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
  - (f) “**Head**” means the CAO, who is responsible for the administration of the *Access to Information Act* at the Town of Blackfalds.
  - (g) “**Municipal Government Act (MGA)**” means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
  - (h) “**Municipality**” means the Town of Blackfalds and includes any board, committee, commission, panel, agency, or corporation that is created or governed by the Town of Blackfalds and all members or officers of which are appointed by the Town.
  - (i) “**Record**” means information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records.
  - (j) “**Town**” means the municipality of the Town of Blackfalds.

**PART 3 – DESIGNATED HEAD**

- 3.1 For the purposes of the *Access to Information Act*, the Chief Administrative Officer (CAO) is designated as the Head of the Municipality.

**PART 4 - DELEGATION OF RESPONSIBILITIES**

- 4.1 The Head will establish an Administrative Policy to assign duties and responsibilities under the Act.

**PART 5 – FEES**

- 5.1 Where an Applicant is required to pay a fee for services, the amount payable will be determined in accordance with the Access to Information Act Regulation, AR 133/2025.
- 5.2 Fees may be assessed for:
  - 5.2.1 searching for, locating, and retrieving records,
  - 5.2.2 computer processing and programming,
  - 5.2.3 producing a copy of a record,
  - 5.2.4 preparing and handling a record for disclosure,
  - 5.2.5 shipping records to the Applicant, where applicable, and
  - 5.2.6 supervising the onsite examination of records by an Applicant.
- 5.3 The Act stipulates that, provided an Applicant pays the applicable fees as set out in this Bylaw (per Section 96 of the Act), they have a right to:
  - 5.3.1 access a record in the custody or control of the Town,
  - 5.3.2 view a record in the custody or control of the Town,
  - 5.3.3 request copies of a record in the custody or control of the Town,
  - 5.3.4 request correction(s) to personal information maintained by the Town, and
  - 5.3.5 receive a copy of a record maintained by the Town in a reasonably available format.

**PART 6 - REPEAL**

- 6.1 That Bylaw 1295.24 and any amendments thereto are hereby repealed upon this Bylaw coming into effect.

**PART 7 - DATE OF FORCE**

- 7.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this 23<sup>rd</sup> day of September, A.D. 2025.

**(RES. 250/25)**

-Original Signed-

**MAYOR JAMIE HOOVER**

-Original Signed-

**CAO KIM ISAAK**

READ for the second time this 23<sup>rd</sup> day of September, A.D. 2025.

**(RES. 251/25)**

-Original Signed-

**MAYOR JAMIE HOOVER**

-Original Signed-

**CAO KIM ISAAK**

READ for the third time this 23<sup>rd</sup> day of September, A.D. 2025.

(RES. 253/25)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK

UNCERTIFIED COPY