

## Summer Village of Larkspur

### A BYLAW OF THE SUMMER VILLAGE OF LARKSPUR, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE ADMINISTRATION OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT WITHIN THE SUMMER VILLAGE.

<b>Bylaw Name:</b>	<b>FOIP Bylaw</b>		
<b>Bylaw number</b>	<b>25-13</b>	<b>Date Approved:</b>	<b>April 29, 2025</b>
<b>Reviewed By:</b>		<b>Date Reviewed:</b>	

**WHEREAS** Section 85 of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 (the “Act”), provides that the head of a local public body is the person designated by bylaw;

**AND WHEREAS** the Council of the Summer Village of Larkspur wishes to ensure compliance with the Act by designating a Head for the public body;

**NOW THEREFORE**, the Council of the Summer Village of Larkspur, in the Province of Alberta, duly assembled, enacts as follows:

#### 1. SHORT TITLE

1.1 This Bylaw may be cited as the "FOIP Bylaw".

#### 2. DEFINITIONS

2.1 In this Bylaw:

- “Act” means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, and any regulations thereto;
- “CAO” means the Chief Administrative Officer of the Summer Village of Larkspur;
- “Council” means the municipal council of the Summer Village of Larkspur;
- “Head” means the individual designated under Section 85 of the Act as the head of the public body;
- “Municipality” means the Summer Village of Larkspur.

#### 3. DESIGNATION OF HEAD

3.1 Pursuant to Section 85 of the Act, the Chief Administrative Officer is hereby designated as the Head of the Summer Village of Larkspur for the purposes of the Act.

#### 4. RESPONSIBILITIES

4.1 The CAO, as Head, shall be responsible for:

- Administering access to information requests in accordance with the Act;
- Ensuring the protection of personal privacy as required by the Act;
- Responding to inquiries and complaints regarding access and privacy matters;

- Maintaining any required records, logs, or reports related to the administration of the Act.

## **5. FEES**

- 5.1 Fees for access to information shall be charged in accordance with the *Freedom of Information and Protection of Privacy Regulation*, Alberta Regulation 186/2008, or any applicable Fees and Charges Bylaw adopted by the Summer Village.

## **6. SEVERABILITY**

- 6.1 If any provision of this Bylaw is found to be invalid under provincial or federal law, the invalid portion shall be severed, and the remainder of the Bylaw shall remain in effect.

## **7. EFFECTIVE DATE**

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

## **8. REPEAL**

- 8.1 Bylaw No. 99-05 is hereby repealed.

Read a first time this 29<sup>th</sup> day of April 2025

Read a second time this 29<sup>th</sup> day of April 2025

Received Unanimous consent to be given third reading this 29<sup>th</sup> day of April 2025

Read a third time and finally passed this 29<sup>th</sup> day of April 2025

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Mayor

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Administrator