

**BY-LAW NO. 2014-04**

**A BY-LAW OF THE VILLAGE OF EMPRESS, IN THE PROVINCE OF ALBERTA,  
TO ESTABLISH THE ADMINISTRATIVE STRUCTURE FOR THE FREEDOM OF  
INFORMATION AND PROTECTION OF PRIVACY ACT.**

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WHEREAS pursuant to Section 95 of the Freedom of Information and Protection of Privacy Act, Revised Statutes 2000, Chapter F25 the Village of Empress must designate a person or group of persons as the head of the Village for the purposes of the Act; and,

WHEREAS pursuant to Sections 93 and 95 of the Freedom of Information and Protection of Privacy Act, the Village of Empress may set any fees payable to the Village for services provided under the Act and Regulations;

THEREFORE the Council of the Village of Empress duly assembled hereby enacts as follows:

**PART 1 - PURPOSE, DEFINITIONS AND INTERPRETATION**

**Purpose**

1. The purpose of this By-Law is to establish the administrative structure of the Village of Empress in relation to the Freedom of Information and Protection of Privacy Act, and to set fees thereunder.

**Definitions**

2. In this By-Law, unless the context otherwise requires:
  - (a) “**Act**” means the Freedom of Information and Protection of Privacy Act, S.A. 1994, c.F-18.5;
  - (b) “**Applicant**” means a person who makes a request for access to a record under Section 7(1) of the Act;
  - (c) “**Village**” means the Village of Empress and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Village of Empress and all the members or officers of which are appointed or chosen by the Village of Empress.
  - (d) “**CAO**” means the person appointed as the Chief Administrative Officer of the Village of Empress, and includes any person who holds the position of CAO in an Acting capacity;
  - (e) “**Province**” means the Province of Alberta.

**Interpretation**

3. The marginal notes and headings in this By-Law are for reference purposes only.

**PART II - DESIGNATED HEAD**

**Designated Head**

4. For the purpose of the Act, the CAO is designated as the Head of the Village of Empress.
5. The Head will recommend policy guidelines in accordance with the act and they may be amended from time to time by Council resolution.

**PART III - FEES**

**Fees**

6. Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

**PART IV - GENERAL**

**Effective Date**

7. This By-Law will come into full force and effect on the date of third reading.

**Repeal**

8. Any and all other Bylaws or sections of Bylaws pertaining to Freedom of Information and Protection of Privacy are hereby repealed.

READ A FIRST TIME THIS 20th DAY OF FEBRUARY, 2014;

READ A SECOND TIME THIS 20th DAY OF FEBRUARY, 2014;

READ A THIRD TIME AND PASSED THIS 20th DAY OF FEBRUARY, 2014.

Chad Van Dam  
MAYOR

Debbie Ross  
CAO