

ALBERTA BEACH COUNCIL
ROUND TABLE MEETING
BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS
AND BEING HELD ELECTRONICALLY VIA ZOOM
TUESDAY, MAY 12, 2026 AT 5:30 P.M.

AGENDA

P. 2-12

1. 2026 Draft Budget

P. 13-14

2. Community & Council Meet & Greet

3. Privacy Management Policy:

P. 15-16
P. 17-18
P. 19-39
P. 40-51
P. 52-63

- a. Getting to Know the Access to Information Act (ATIA)
- b. Getting to Know the Protection of Privacy Act (POPA)
- c. Modernizing Access to Information & Protection of Privacy in Alberta Discussion Guide
- d. ABmunis – Alberta Privacy Legislation – A Guide for Administrators
- e. ABmunis – Alberta Privacy Legislation – A Guide for Elected Officials

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2026 Draft Budget

Analysis: INCOME STATEMENT

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INCOME STATEMENT		(1)	(2)	(3)
Period 1: --- Begin		01Jan2025	01Jan2025	01Jan2026
End		31Dec2025	31Dec2025	31Dec2026
--- Type		B	A	B
(less) --- Begin		000000000	000000000	000000000
Period 2: --- End		000000000	000000000	000000000
--- Type				
Ratios: % of Account				
Graphs: # of Columns,Scale		0 0	0 0	0 0

Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
REVENUE			
RESIDENTIAL TAXES (MUNICIPAL)	872,344.50	872,165.35	874,210.12
RESIDENTIAL TAXES (SCHOOL)	493,801.28	493,699.91	541,679.08
COMMERCIAL TAXES (MUNICIPAL)	103,608.60	103,608.60	106,825.47
COMMERCIAL TAXES (SCHOOL)	42,513.82	42,513.83	45,832.42
FARM TAXES (MUNICIPAL)	71.41	71.41	67.94
FARM TAXES (SCHOOL)	40.42	40.42	42.10
POWER & PIPELINE (MUNICIPAL)	19,663.77	19,663.78	20,647.26
POWER & PIPELINE (SCHOOL)	8,068.65	8,068.65	8,858.50
DIP \ MACH & EQUIP (MUNICIPAL)	1,798.52	1,798.52	1,777.23
DIP \ MACH & EQUIP (SCHOOL)	82.06	82.06	84.17
DESIGNATED INDUSTRIAL (DI)	157.09	157.09	174.50
MUNICIPAL SERVICES TAX	868,380.00	867,330.00	854,940.00
LIBRARY LEVY	0.00	0.00	0.00
MISC. OTHER LEVY	0.00	0.00	0.00
TOTAL TAXES	2,410,530.12	2,409,199.62	2,455,138.79
PENALTIES & COSTS ON TAXES	75,000.00	83,223.60	75,000.00
FRANCHISE - ATCO GAS	30,000.00	34,477.24	30,000.00
FRANCHISE - FORTIS	60,000.00	69,367.03	60,000.00
INVESTMENT INCOME	70,000.00	62,294.16	60,000.00
PROVINCIAL GRANTS			
RESTRUCTURING GRANT	0.00	0.00	0.00
CONDITIONAL FGTF\CCBF	0.00	0.00	0.00
CONDITIONAL MUNICIPAL GRANTS	0.00	0.00	0.00
CONDITIONAL MSI\LGFF GRANT	42,420.00	42,420.00	42,420.00
FROM RESERVE\DEF.REV.	0.00	0.00	0.00
OTHER	191.77	51.48	0.00
ADMIN			
ADMINISTRATIVE SERVICE	5,400.00	5,400.00	5,400.00
SALES OF GOODS & SERVICES	2,000.00	907.00	1,000.00
TAX CERTIFICATES	4,000.00	6,050.00	5,000.00
PHOTOCOPIES\FAXES\POSTAGE	2,000.00	2,994.91	1,000.00
PENALTIES\COSTS - N.S.F. FEES	100.00	0.00	100.00
HAWKER PEDDLER LICENSES	1,000.00	1,000.00	1,000.00
RENTAL AND LEASE	12,000.00	11,375.00	9,000.00
PROV\FED CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
PATROL			
SALES TO OTHER LOCAL GOV'T	49,870.00	49,870.00	49,870.00
SALES OF GOODS & SERVICES	0.00	0.00	0.00

Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
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Analysis: INCOME STATEMENT

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Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
FINES	10,000.00	13,658.47	10,000.00
PFM POLICE FUNDING MODEL	0.00	0.00	77,950.70
SALE OF FIXED ASSETS	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
TRANSFER FROM RESERVES	0.00	0.00	0.00
FIRE DEPARTMENT - DONATIONS	0.00	0.00	0.00
FEES DUE TO COUNTY FROM UNPAID	0.00	0.00	0.00
RENTAL & LEASE	24,000.00	24,000.00	24,000.00
UTILITIES REIMBURSEMENT	11,000.00	10,530.65	0.00
PROVINCIAL CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	2,336.03	0.00
TRANSFER FROM RESERVES	0.00	0.00	0.00
DISASTER SERVICES	0.00	0.00	0.00
AMBULANCE GRANT	0.00	0.00	0.00
AMBULANCE STATION RENTAL	10,200.00	10,200.00	10,200.00
ANIMAL LICENSES	800.00	370.00	500.00
BY-LAW FINES	1,000.00	822.00	500.00
COMMON SERVICES			
PUBLIC WORKS SERVICES	5,800.00	1,740.00	3,000.00
SALES OF GOODS & SERVICES	2,000.00	1,900.01	1,000.00
RENTAL AND LEASE	77,000.00	76,835.85	85,000.00
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF FIXED ASSETS	40,000.00	31,445.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
ROADS			
CONDITIONAL GRANT	0.00	0.00	0.00
SALE OF TCA	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
STORM SEWER & DRAINAGE			
CONDITIONAL GRANT	0.00	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00	0.00
SEWER			
LOCAL IMPROVEMENT CHGS	0.00	0.00	0.00
SEWER REVITALIZATION	243,600.00	243,600.00	242,700.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
SOLID WASTE			
CONTRACT WITH OTHER MUNICIPAL	0.00	0.00	0.00
SALE OF GOODS & SERVICES	0.00	15,825.28	23,500.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00	0.00
Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET

Analysis: INCOME STATEMENT

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Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
ECONOMIC DEVELOPMENT	0.00	0.00	0.00
MUNICIPAL PLANNING	0.00	0.00	0.00
DEVELOPMENT PERMITS	3,000.00	4,950.00	5,000.00
COMPLIANCE CERTIFICATES	300.00	200.00	200.00
SUBDIVISION APPLICATIONS	0.00	0.00	0.00
ENCROACHMENT AGREEMENTS	0.00	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVES\DEF.REV	0.00	0.00	0.00
SALE OF PUBLIC LAND	0.00	0.00	0.00
BOAT LAUNCH	10,000.00	10,000.00	10,000.00
TRANSFER RESERVE\DEF.REV.	25,000.00	0.00	25,000.00
PARKS			
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00	0.00	0.00
CONDITIONAL GRANT	0.00	0.00	0.00
UNCONDITIONAL GRANT	0.00	0.00	0.00
GRANT FROM LOCAL AGENCIES	10,000.00	10,000.00	10,000.00
PARKING LOT REVENUE	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
RECREATION FACILITIES			
SALE OF SERVICE - FEES\CHARGES	0.00	2,913.65	7,000.00
REGIONAL RECREATION	25,140.61	25,140.61	25,144.00
GRANT FROM LOCAL AGENCIES	27,000.00	31,900.00	45,166.00
CONDITIONAL PROVINCIAL GRANT	5,000.00	9,628.96	0.00
TRANSFER FROM RESERVE\DEF.REV.	26,366.78	6,180.78	0.00
CAMPGROUND			
USER FEES (SEASONAL)	277,200.00	273,900.00	285,600.00
WEEKEND SITES	25,000.00	23,153.08	25,000.00
CAMPGRD CABIN RENTAL	0.00	0.00	0.00
SALES OF GOODS & SERVICES	2,800.00	3,961.50	3,000.00
WINTER STORAGE	25,200.00	23,700.00	25,200.00
DEBIT MACHINE ADJUSTMENTS	0.00	0.00	0.00
RENTAL & LEASE	9,600.00	9,600.00	9,600.00
M.R.T.A. GRANT	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
CULTURE			
LIBRARIAN WAGE REIMBURSEMENT	0.00	0.00	0.00
GAIN ON SALE OF FIXED ASSET	0.00	0.00	0.00
TOTAL OPERATING REVENUE	3,661,519.28	3,647,121.91	3,749,189.49
CAPITAL:			
CAPITAL PURCHASES-ADMIN	0.00	0.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00	0.00
Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET

Analysis: INCOME STATEMENT

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Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
CAPITAL PURCHASES-PUBLIC WORKS	100,000.00	60,000.00	50,000.00
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGRQUND	0.00	0.00	0.00
TOTAL	100,000.00	60,000.00	50,000.00
CAPITAL PROJECTS:			
CAPITAL PROJECT-ROADS	300,000.00	255,611.00	360,000.00
CAPITAL PROJECT-SHOP	0.00	0.00	0.00
CAPITAL PROJECT-DRAINAGE	50,000.00	0.00	50,000.00
CAPITAL PROJECT-WALK PATHS	0.00	0.00	30,000.00
CAPITAL PROJECT-STORM OUTFALL	0.00	0.00	0.00
CAPITAL PROJECT-ADMIN BLDG	0.00	0.00	0.00
CAPITAL PROJECT-CAMPGRD WAR	0.00	0.00	0.00
TOTAL	350,000.00	255,611.00	440,000.00
TOTAL CAPITAL REVENUE	450,000.00	315,611.00	490,000.00
REQUISITIONS:			
SCHOOL FOUNDATION	0.00	0.00	0.00
ASFF	544,506.31	544,506.31	596,496.43
OVER\UNDER LEVY UTILIZED	0.00	0.00	0.00
DESIGNATED INDUSTRIAL	157.09	0.00	179.89
TOTAL REQUISITIONS	544,663.40	544,506.31	596,676.32
BUSINESS INCOME PROFIT	0.00	0.00	0.00
TOTAL	3,566,855.88	3,418,226.60	3,642,513.17
Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET

EXPENSE STATEMENT		(1)	(2)	(3)
--- Begin		01Jan2025	01Jan2025	01Jan2026
Period 1: -	End	31Dec2025	31Dec2025	31Dec2026
	--- Type	B	A	B
(less)	--- Begin	000000000	000000000	000000000
Period 2: -	End	000000000	000000000	000000000
	--- Type			
Ratios:	% of Account			
Graphs:	# of Columns,Scale	0 0	0 0	0 0

Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
COUNCIL			
COUNCIL HONORARIUMS - MAYOR	12,070.00	12,070.37	11,364.00
COUNCIL HONORARIUMS	42,795.00	39,531.29	40,294.00
COUNCIL MEETING FEES	20,000.00	16,800.00	20,000.00
HONOURARIUM DEDUCTIONS	2,000.00	1,932.05	2,500.00
COUNCIL TRAVEL	3,000.00	2,480.22	3,000.00
CONFERENCE\PROFESSIONAL DEV	12,500.00	13,164.26	12,500.00
INTERNET & PHONE EXPENSE	6,300.00	6,100.00	6,000.00
COUNCIL PROMOTIONAL	15,000.00	14,616.34	12,000.00
MISC. SUPPLIES	8,500.00	5,808.56	5,000.00
TOTAL	122,165.00	112,503.09	112,658.00

ADMINISTRATION			
ADMINISTRATOR	131,200.00	130,403.70	135,860.00
SALARIES	199,260.00	197,710.92	181,350.00
PAYROLL TO\FROM BUS INC	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	73,400.00	73,810.56	74,800.00
SCP PAYROLL	0.00	0.00	0.00
FROM\TO RESERVE	0.00	0.00	0.00
TRAINING	1,000.00	228.57	1,000.00
TRAVEL	800.00	1,365.57	2,000.00
FREIGHT, POSTAGE, DELIVERY	3,600.00	4,074.12	4,000.00
TELEPHONE\INTERNET\SATELLIT	4,100.00	4,195.54	4,200.00
ADVERTISING	2,000.00	1,787.14	2,200.00
SUBSCRIPTIONS\MEMBERSHIPS	4,400.00	4,298.32	4,300.00
PRINTING	1,200.00	0.00	1,200.00
LEGAL	5,000.00	1,209.85	5,000.00
AUDITOR	14,000.00	14,000.00	14,000.00
SERVICE CONTR-PHOTO,FAX,POS	6,000.00	7,006.37	7,000.00
SERVICE CONTR - ALARM	400.00	408.80	400.00
PURCHASED EQUIPMENT REPAIR	7,500.00	7,841.93	9,000.00
CONTRACT - JANITOR	7,600.00	7,620.00	7,600.00
INSURANCE	63,000.00	59,689.90	62,000.00
W.C.B.	30,000.00	30,363.40	37,000.00
STATIONERY & SUPPLIES	5,000.00	5,802.07	5,000.00
JANITORIAL SUPPLIES	800.00	451.53	800.00
MISCELLANEOUS SUPPLIES	4,000.00	3,616.97	4,000.00
VILLAGE PROMOTION	4,000.00	4,704.49	4,000.00
100 YEAR ANNIVERSARY	0.00	0.00	0.00
UTILITIES	7,000.00	6,546.63	7,000.00
DEBT REPAYMENT	0.00	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00	0.00

Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
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Analysis: EXPENSE STATEMENT

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Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
BANK CHARGES	1,200.00	900.01	1,000.00
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
OTHER & BLDG REPAIRS	10,000.00	7,439.78	10,000.00
BAD DEBT EXPENSE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	586,460.00	575,476.17	584,710.00
ELECTION \ CENSUS			
SALARIES & WAGES	2,900.00	0.00	0.00
ADVERTISING	700.00	220.80	0.00
GOODS & SUPPLIES	1,000.00	167.58	0.00
TOTAL	4,600.00	388.38	0.00
ASSESSMENT SERVICES			
ASSESSMENT SERVICES	25,400.00	25,436.65	25,950.00
TOTAL	25,400.00	25,436.65	25,950.00
PATROL			
ADMINISTRATION	0.00	0.00	0.00
SALARIES & WAGES	100,450.00	92,118.70	99,960.00
PROVINCIAL POLICE FUNDING	45,215.00	45,215.00	77,950.70
RCMP ENHANCED POLICING	0.00	0.00	0.00
PAYROLL DEDUCTIONS	23,100.00	22,924.93	23,100.00
TRAINING & DEVELOPMENT	2,000.00	4,041.48	2,000.00
MILEAGE & SUBSISTENCE	300.00	113.62	300.00
FREIGHT, POSTAGE, DELIVERY	0.00	0.00	0.00
TELEPHONE	7,000.00	7,027.38	7,000.00
ADVERTISING & PROMOTION	500.00	375.00	500.00
AUX PROG\CRIME PREVENTION	0.00	0.00	0.00
EQUIPMENT REPAIR	3,000.00	2,857.58	3,000.00
VEHICLE REPAIR	5,000.00	17,418.61	5,000.00
JANITOR EXPENSES	0.00	0.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00
STATIONERY & OFFICE SUPPLIES	500.00	326.37	500.00
MISC. SUPPLIES	4,000.00	3,595.80	4,000.00
UNIFORMS & ACCOTREMENTS	2,000.00	463.71	2,000.00
FUEL & OIL	8,000.00	5,011.70	8,000.00
UTILITIES	4,800.00	4,326.14	4,800.00
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	7,500.00	0.00	7,500.00
TOTAL	213,365.00	205,816.02	245,610.70
BY-LAW ENFORCEMENT			
BYLAW\ANIMAL CONTROL	0.00	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00	0.00
POUND FEES	2,000.00	1,985.00	2,200.00
GENERAL GOODS AND SERVICES	5,000.00	80.63	3,000.00
SIGNS	0.00	0.00	0.00
TOTAL	7,000.00	2,065.63	5,200.00
Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET

Analysis: EXPENSE STATEMENT

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Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
FIREFIGHTING			
FIRE DEPARTMENT HONORAIUMS	0.00	0.00	0.00
TELEPHONE	0.00	0.00	0.00
FIRE CONTRACT	111,626.00	112,676.03	110,028.00
JANITOR EXPENSES	0.00	0.00	0.00
GOODS AND SUPPLIES	0.00	0.00	0.00
MISCELLANEOUS	2,000.00	1,882.21	2,000.00
BUILDING REPAIR	6,000.00	7,342.23	5,000.00
UTILITIES	12,500.00	11,999.19	0.00
CAPITAL	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	132,126.00	133,899.66	117,028.00
DISASTER SERVICES			
GENERAL GOODS AND SERVICES	10,000.00	9,900.00	10,000.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
AMBULANCE SERVICES			
AMBULANCE CONTRACT	0.00	0.00	0.00
BUILDING REPAIRS	3,000.00	2,543.93	3,000.00
UTILITIES	6,500.00	6,013.85	6,500.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	9,500.00	8,557.78	9,500.00
COMMON SERVICES			
PUBLIC WORKS MANAGER	0.00	0.00	0.00
PUBLIC WORKS WAGES	252,765.00	226,979.72	270,300.00
EXTRA PERSON	25,000.00	25,701.00	22,600.00
SUMMER PAYROLL	11,000.00	9,141.60	11,000.00
PAYROLL DEDUCTIONS - MGR	0.00	0.00	0.00
PAYROLL DEDUCTIONS	59,700.00	59,664.66	63,000.00
PAYROLL DEDUCTIONS - SUMMER	3,500.00	2,427.36	2,500.00
FROM\TO RESERVE	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL TO BUSINESS INCOME	0.00	0.00	0.00
TRAINING & DEVELOPMENT	2,000.00	3,024.90	4,000.00
MILEAGE & SUBSISTENCE	300.00	211.45	300.00
POSTAGE, FREIGHT & DELIVERY	0.00	0.00	0.00
TELEPHONE	2,100.00	2,240.08	2,300.00
PURCHASE SERVICES	12,000.00	11,494.79	12,500.00
EQUIPMENT REPAIR	25,000.00	38,483.08	30,000.00
VEHICLE REPAIR	20,000.00	26,172.92	20,000.00
EQUIPMENT RENTAL	1,500.00	135.00	1,000.00
GENERAL GOODS	10,000.00	10,117.82	10,000.00
SIGNS	5,000.00	2,939.11	3,000.00
BUILDING REPAIRS	5,000.00	4,173.96	5,000.00
SAFETY SUPPLIES	2,500.00	2,017.43	2,500.00
FUEL & OIL	25,000.00	17,993.16	24,000.00
UTILITES - SHOP	18,000.00	14,436.42	16,000.00
BOAT LAUNCH MTC	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET

Analysis: EXPENSE STATEMENT

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Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	480,365.00	457,354.46	500,000.00
ROADS AND STREETS			
GRAVEL\SAND\ETC.	25,000.00	15,241.29	30,000.00
CRACK FILLING\LINE PAINTING	30,000.00	24,080.51	30,000.00
UTILITIES - STREET LIGHTS	118,000.00	121,453.81	121,000.00
ROAD PROJECTS	0.00	0.00	0.00
ROAD PROJECTS	0.00	0.00	0.00
STREET LIGHT PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	173,000.00	160,775.61	181,000.00
STORM SEWER AND DRAINAGE			
GENERAL SUPPLY-CULVERTS	5,000.00	3,895.13	5,000.00
DRAINAGE PROJECTS	0.00	0.00	0.00
DRAINAGE STUDY	0.00	0.00	0.00
TOTAL	5,000.00	3,895.13	5,000.00
WATER SYSTEM			
WATER COMM. OPERATING	8,721.80	8,721.88	9,018.18
WATER COMM. DEBENTURES	71,034.00	71,034.10	71,034.10
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	79,755.80	79,755.98	80,052.28
SANITARY SEWER			
TVRSSC MAINTENANCE AGREE	301,600.00	301,600.00	316,315.00
TVRSSC SEWER REVITALIZATION	243,600.00	243,600.00	242,700.00
TVRSSC DEB. - LAGOON	85,826.00	85,826.00	85,826.00
TVRSSC UPGRADE	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	631,026.00	631,026.00	644,841.00
GARBAGE COLLECTION			
GARBAGE WAGES	6,500.00	6,500.00	7,000.00
GARBAGE CONTRACT	74,500.00	75,888.42	78,000.00
REGIONAL LAND FILL	18,000.00	25,416.60	25,000.00
RECYCLING	6,000.00	5,976.88	6,000.00
ANNUAL WASTE ROUND-UP	0.00	0.00	0.00
FUEL & OIL	3,000.00	2,400.00	3,000.00
TRUCK REPAIRS & MAINTENANCE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	10,922.00	0.00
TO RESERVE\DEF.REV.	20,000.00	0.00	20,000.00
TOTAL	128,000.00	127,103.90	139,000.00
COMPOST FACILITY			
PURCHASED SERVICE - CLEANUP	3,000.00	0.00	3,000.00
GENERAL SUPPLIES	0.00	0.00	0.00
TOTAL	3,000.00	0.00	3,000.00
Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET

Analysis: EXPENSE STATEMENT

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Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
MUNICIPAL PLANNING			
CONTRACT - DEVELOPMENT OFF	24,000.00	24,000.00	24,408.00
MUNICIPAL PLANNING	2,000.00	0.00	1,000.00
GENERAL GOODS & SUPPLIES	500.00	0.00	500.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	26,500.00	24,000.00	25,908.00
ECONOMIC DEVELOPMENT			
ADVERTISING AND PROMOTION	2,200.00	2,166.66	2,200.00
TELEPHONE AND UTILITIES	0.00	0.00	0.00
REVENUE & COST SHARE STUDY	0.00	0.00	0.00
GENERAL GOODS & SUPPLIES	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	2,200.00	2,166.66	2,200.00
LAC STE. ANNE FOUNDATION			
PIER\BOAT LAUNCH	25,000.00	800.00	25,000.00
PIER TO RESERVE\DEF.REV.	0.00	0.00	0.00
RECREATION & FACILITIES			
REGIONAL RECREATION	31,425.75	31,425.76	31,430.00
GENERAL GOODS & SUPPLIES	20,000.00	21,606.30	25,000.00
EAST END BUS	11,548.72	9,457.92	9,457.90
LSA PHYSICIAN RECRUITMENT	0.00	0.00	0.00
BEACHWAVE PARK COORDINATOR	48,000.00	48,000.00	48,000.00
UTILITIES	6,000.00	6,389.35	7,500.00
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	116,974.47	116,879.33	121,387.90
PARKS			
CONTRACT SERVICES	20,000.00	16,154.00	20,000.00
GENERAL GOODS & SUPPLIES	10,000.00	8,727.31	10,000.00
UTILITIES	6,000.00	5,389.25	6,000.00
PARKING LOT EXPENSES	3,098.33	3,126.84	3,213.41
PARK PROJECTS	0.00	0.00	0.00
PARK PROJECTS	0.00	0.00	0.00
CONTRIBUTED ASSETS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	39,098.33	33,397.40	39,213.41
CAMPGROUND:			
ADVERTISING & SIGNS	1,500.00	798.38	500.00
POSTAGE, FREIGHT, DELIVERY	0.00	0.00	0.00
PHONE\INTERNET\SATELLITE	2,000.00	1,871.42	2,700.00
PRINTING	300.00	1,198.64	400.00
CAMPGROUND MANAGER CONTRACT	62,000.00	61,780.62	64,000.00
CAMPGROUND SUMMER HELP	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET

Analysis: EXPENSE STATEMENT

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Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET
EQUIPMENT REPAIR	1,500.00	628.15	1,500.00
GENERAL GOODS & SUPPLIES	3,000.00	2,330.80	4,000.00
JANITORIAL SUPPLIES	700.00	363.00	800.00
WASTE DISPOSAL	3,800.00	4,888.95	5,000.00
FUEL & OIL	1,500.00	814.75	1,500.00
REPAIR MATERIALS	10,000.00	12,218.22	12,000.00
CONSTRUCTION MATERIALS	2,000.00	0.00	2,000.00
UTILITIES	38,000.00	35,285.98	36,000.00
IMPROVEMENTS	5,000.00	496.44	14,000.00
DEBIT\VISA BANK FEES	600.00	537.24	600.00
CAMPGROUND PROJECTS	0.00	0.00	0.00
CAMPGROUND PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	131,900.00	123,212.59	145,000.00
CULTURE			
SALARIES & WAGES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
REIMBURSE LIBR WAGE	0.00	0.00	0.00
UTILITIES	0.00	0.00	0.00
GRANT TO LIBRARY	13,452.48	13,452.00	13,452.48
YELLOWHEAD REGIONAL LIBRARY	4,104.00	4,104.00	4,190.40
TOTAL	17,556.48	17,556.00	17,642.88
LOSS ON SALE OF FIXED ASSET	0.00	0.00	0.00
AMORTIZATION OF TCA	65,000.00	0.00	65,000.00
ACCRETION EXPENSE	0.00	0.00	0.00
CAPITAL:			

CAPITAL PURCHASES-ADMIN	0.00	0.00	0.00
CAPITAL PURCHASES-PATROL	10,000.00	5,146.63	0.00
CAPITAL PURCHASES-PUBLIC WORKS	125,000.00	90,500.00	50,000.00
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00	0.00
TOTAL	135,000.00	95,646.63	50,000.00
CAPITAL PROJECTS:			

CAPITAL PROJECTS-ROADS	300,000.00	255,611.00	360,000.00
CAPITAL PROJECTS-SHOP	0.00	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	50,000.00	0.00	50,000.00
CAPITAL PROJECTS-WALKING PATHS	0.00	0.00	30,000.00
CAPITAL PROJECTS-STORM OUTFALL	0.00	0.00	0.00
CAPITAL PROJECTS-ADMIN BLDG	0.00	0.00	0.00
CAPITAL PROJECTS-CAMPGRD W\R	0.00	0.00	0.00
TOTAL	350,000.00	255,611.00	440,000.00
TOTAL CAPITAL EXPENSES	485,000.00	351,257.63	490,000.00
BUSINESS INCOME EXPENSES	0.00	0.00	0.00
TOTAL	3,566,855.88	3,250,087.88	3,642,513.17
Description	2025 BUDGET	2025 ACTUAL	2026 BUDGET



**WE INVITE YOU ...
TO JOIN US**

MEET & GREET

Alberta Beach, Sunset Point & Val Quentin Community and Council



Join us for an opportunity to have coffee with your local Council members.

This is a fantastic chance to ask questions, share your suggestions, and discuss any concerns you may have.

We've also invited local community groups, boards, associations, and service providers to attend.

They'll be on hand to answer questions and provide information about their services and initiatives.

Coffee and pastries will be provided. We look forward to seeing you there!



DATE: Saturday, June 13, 2026

TIME: 10:00 AM - 12:00 PM

**LOCATION: Alberta Beach Seniors Centre (50+ Club)
5012 49 Ave, Alberta Beach, AB T0E 0A0**



Community & Council Meet and Greet Invitation

Alberta Beach, Sunset Point, and Val Quentin Councils will be hosting a Community & Council Meet and Greet on Saturday, June 13th, 2026, from 10:00 AM to 12:00 PM. The event will be open to the public and will be held at the Alberta Beach and District Seniors Center.

Local community groups, boards, associations, and service providers are being invited to attend the event. This gathering offers a great opportunity to connect with the public, with Council members, and fellow organizations, share updates, and strengthen community ties. This is also a wonderful opportunity to inspire others to join and volunteer with our community groups.

We invite your organization to participate;

Event Details:

- **Date:** Saturday, June 13, 2026
- **Time:** 10:00 AM – 12:00 PM
- **Location:** Alberta Beach and District Seniors Center
- **Refreshments:** Coffee and pastries will be provided

What We Need from You:

- **Representatives:** Please provide one or two representatives to manage your table and answer questions from the public.
- **Setup:** Open house format, tables with signage for each group will be set up. We encourage you to bring items to decorate your table and informational materials to distribute.
- **RSVP:** Please confirm your participation by June 5, 2026 and please include the names and contact information of your representatives.

For any questions or to RSVP, contact the Alberta Beach Village Office at 780-924-3181.

We look forward to your participation and the opportunity to showcase your organization to our community!

Sincerely,

Alberta Beach Administration

Getting to know the *Access to Information Act*

The *Access to Information Act* modernizes rules and processes for requesting records from public bodies.

The *Access to Information Act* strikes a balance between transparency and the confidentiality required to ensure effective operation of government.

Modernizing our legislation

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy (FOIP) Act* and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The Acts and associated Regulations will come into force in Spring 2025.

The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, makes the ability and process for access to information requests clearer for Albertans and helps public bodies improve transparency.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust, and improves government's ability to deliver services and programs.

As with the FOIP Act, the *Access to Information Act* will apply to about 1,200 public bodies like school districts, postsecondary institutions, and municipalities, all of which will be affected by the legislative changes.

This fact sheet provides a high-level overview of the forthcoming proclamation of the *Access to Information Act*.

Benefit of separate acts

- Streamlines processes and reduces administrative burden and red tape.
- Makes it easier for Albertans to understand the rules for accessing records and what is being done to protect their personal information.
- Helps ensure access to information and protection of privacy receive the dedicated attention they deserve.
- Separate Acts sharpen the focus and support a mandated review of the Acts every six years.

Adapting laws to today's realities

The FOIP Act came into force in 1995 and has not been updated in the last 20 years.

Today, digital records and data are part of our day-to-day lives. Albertans and public bodies increasingly rely on technology and digital platforms to do their jobs. Although these realities are addressed in practice in the FOIP Act, the Act did not account for these realities at the time it was drafted, nor does it address the sheer volume and complexity of records that are being managed by public bodies to provide services to Albertans.

Key issues addressed

With the *Access to Information Act*, Albertans will better understand the rules under which they can apply for and receive access to public body records. Albertans will be better able to receive records from public bodies without an access to information request. This is because the Act clarifies the ability for public bodies to proactively disclose information to promote transparency and trust.

The Act better defines Cabinet confidentiality and streamline processes in a way that allows government officials to focus on good governance.

- Protecting Cabinet confidentiality enhances decision-making because officials receive candid, unbiased advice and are free to engage in frank and robust discussions at the Cabinet table.
- The need for Cabinet confidentiality has been recognized by the Supreme Court as essential to good government.

Highlights of the *Access to Information Act*

- Clarify and enhance regulatory functions, including those of the Office of the Information and Privacy Commissioner (OIPC); for example, providing the OIPC with more latitude to require public bodies to address complaints and dismiss complaints that lack sufficient grounds.
- Further empower public bodies to proactively disclose information outside the access to information process, making it easier for Albertans to access more information.
- Clarify the kind of documents that can be withheld, such as Cabinet confidences and privileged information. In the case of Cabinet records, an attestation document (outlined in regulation) would be provided to the OIPC to help the Commissioner to confirm that the exception was correctly applied.

- Mandate a review of the Act every six years; this would help ensure legislation stays up-to-date.

Alberta compared with other jurisdictions

On the national stage, a joint resolution from Information and Privacy Commissioners across Canada in 2019 urged all provinces and territories to update their access and privacy legislation.

Since then, all provinces and territories, aside from Alberta, have made changes to their access and privacy legislation in recent years, with Quebec and British Columbia being the most recent.

Although access to information legislation varies from province to province, they are all built on the same principle of ensuring the public has a right of access to records in the custody or under the control of a public body subject to specific and limited exceptions.

Feedback from Albertans

Over a four-year span (2020-24), the government conducted comprehensive reviews and engagements to assess the effectiveness of the FOIP Act in an age of rapidly evolving technology. This engagement built off previous engagement efforts and OIPC recommendations.

This included:

- engagement with targeted stakeholders on FOIP amendments in 2020;
- a public survey aimed at understanding the privacy concerns of Albertans in 2021;
- public engagement as part of government's work to advance digital services in 2022;
- targeted engagement with public bodies; and
- ongoing engagement with the OIPC.

This provided an opportunity to validate results from previous consultations, examine additional considerations that may have arisen since the previous reviews, and identify gaps in legislation.

Regulation with more details to come

In spring 2025, regulation will be brought forward. Additional information and resources will be shared at that time to help public bodies learn about and align with the new requirements.

Like the FOIP Act, regulation for the *Access to Information Act* would include criteria for designating public bodies; procedures for making, transferring, and responding to access requests; fees; and a schedule of public bodies. New aspects will also address definitions and the attestation process.

Getting to know the *Protection of Privacy Act*

The *Protection of Privacy Act* enhances and builds on existing legislations protection of privacy rules.

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy (FOIP) Act* and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The acts and associated regulations will come into force in Spring 2025.

Albertans should have confidence that their personal information is protected. Alberta's government is implementing the strongest privacy protections in Canada and the strictest penalties for violations.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust and improves public bodies' ability to deliver services and programs. The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, will enhance access to information rights to align Alberta's practices with global best practices.

Strongest privacy protections

The *Protection of Privacy Act* enhances privacy protections by requiring that public bodies adopt a "privacy by design" approach to their programs and services. This means public bodies must consider the privacy implications of how they manage personal information when they do business and create or make changes to their programs, services and systems.

As with the FOIP Act, the *Protection of Privacy Act* will apply to about 1,200 public bodies, like school districts, post-secondary institutions and municipalities, all of which will be affected by the legislative changes.

The act builds on existing legislated protections of personal information by introducing some new rules:

This fact sheet provides a high-level summary of the changes public bodies will need to adopt with the forthcoming proclamation of the *Protection of Privacy Act* and explains how Albertans will benefit from the proposed changes.

- Public bodies cannot sell personal information in any circumstance or for any purpose, including marketing and advertising.
- Public bodies must notify Albertans if their information is used in an automated system to generate content or make decisions, recommendations or predictions.
- Albertans must be notified about a privacy breach where there is a real risk of significant harm (e.g., bodily harm, financial loss, identify theft, fraud, blackmail). When Albertans are aware of a breach of their personal information, they can take actions to further protect themselves.

Times have changed, laws must too

Alberta's privacy law is outdated and must be refreshed to meet the realities of the modern world. The FOIP Act was introduced in 1995, and its last significant update was in the early 2000s. In this age of rapidly changing technology, people want assurance that their private information is protected. Technology like email, databases and artificial intelligence that were more theoretical than reality when the FOIP Act was introduced are increasingly integrated into daily life.

These changes are mandating global best practices that many Alberta public bodies already have in place.

Feedback from Albertans

To ensure changes to privacy reflect the needs of public bodies, Alberta's government has been consulting with stakeholders since 2020. This included a public survey administered in 2021. Albertans said their privacy is a key priority and they have high expectations of public bodies in protecting their personal information. These extensive conversations highlighted the need for Alberta to address several items that are reflected in the *Protection of Privacy Act*.

Privacy Management Programs

Albertans are increasingly aware of their privacy rights and expect organizations to ensure personal information is secure and have protections against data breaches. This is why Alberta's government is making it mandatory for public bodies to adopt a privacy management program. Public bodies must document policies and procedures that outline their privacy practices, foster a culture of privacy, and promote compliance with legislation. Albertans will be able to request a copy of any public body's program.

Privacy Impact Assessments (PIAs)

PIAs are tools used to ensure programs and services comply with privacy legislation, identify and address privacy risks, and put in place safeguards to protect personal information. PIAs help organizations analyze how personally identifiable information is collected, used, shared, and maintained.

The act will make PIAs mandatory for all Alberta public bodies in some circumstances. This new requirement is considered best practice and is already required under the *Health Information Act*.

New data rules

The *Protection of Privacy Act* improves public bodies' ability to deliver programs and services by including rules around data use. This means that the right information can be in the right place at the right time to ensure the best possible service delivery for Albertans.

Wherever possible, public bodies must use only the information that is absolutely necessary for research, analysis, or program and service design and delivery. They must use non-personal data, which is data with personally identifiable details like name or contact information removed. Personal information must be stripped so data no longer identifies a specific individual. Common uses for such de-identified data include analysis to identify trends (e.g., how many people from different demographics are using a service) or to improve the services provided.

The act empowers public bodies to link personal information between sources under the control of different public bodies, a practice called data matching. For example, two government ministries aligning their datasets to assess program eligibility for an applicant.

Common sense changes

The *Protection of Privacy Act* includes other, common-sense changes. For example:

- Public bodies will have clear rules for when and how to share information with each other to provide a common or integrated service, so Albertans don't have to repeatedly provide their information. For example, during emergencies, Albertans could be assessed quickly for eligibility for supports that are provided by various public bodies.
- Clarifying in collection notices that Albertans can contact public bodies by email not just by mail or phone. Also, that a collection notice does not need to be repeated if information is collected from the same person for the same reason.
- Requiring regular review of the act.

The Office of the Information and Privacy Commissioner (OIPC)

Reducing administrative burden for the OIPC is important to ensure fair administrative procedures and to save time and resources. For example:

- A person must first try to address the complaint with the public body before submitting it to the OIPC.
- The OIPC will have discretion to not pursue an inquiry if it does not make sense to do so, such as when the matter is already settled.

The OIPC will have the ability to issue an order:

- related to the new data provisions and to ensure the OIPC can properly perform its regulatory functions. If a public body is using non-personal data outside of the allowed purposes, the OIPC can investigate and enforce compliance, and
- requiring a public body to provide a copy of their privacy impact assessments or privacy management program to the OIPC.

New penalties

The *Protection of Privacy Act* has the strictest penalties in Canada that courts can impose for the misuse of Albertans' personal information and data. Penalties vary based on the offense and whether it was done by an organization or an individual.

Offenses	Individual	Organization
Personal information	Up to \$125,000	Up to \$750,000
Data and non-personal information	Up to \$200,000	Up to \$1 million

An example of personal information misuse by an individual is if an employee was to intentionally use a client's personal information to cause the client harm, or if a public body were to knowingly disclose personal information to another public body without authority. An example of misusing data is if a research partner who received non-personal data from a public body knowingly re-identified non-personal data.

Regulations with more details to come

In Spring 2025, regulations will come forward with more details, such as specific requirements for the privacy management and privacy impact assessment programs. Additional information and resources will also be shared at that time to help public bodies learn about and align with the new requirements.

Modernizing Access to Information and Protection of Privacy in Alberta

Discussion Guide for all Public Bodies.

Access to Information Regulation and Protection of Privacy Regulation

Overview

In December 2024, Alberta's government passed legislation that replaces the *Freedom of Information and Protection of Privacy (FOIP) Act* with two separate pieces of legislation – the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (PPA)*. In preparation for the implementation of these two Acts, the Government of Alberta is preparing the accompanying regulations. The Acts and associated regulations will come into force in Spring 2025.

Modernizing the regulations is necessary to ensure public bodies subject to these Acts can fulfill their legislated duties, while simultaneously being able to provide the best services to Albertans.

Intended Outcome

As the public bodies subject to the FOIP legislation, the input and perspectives of your public body is a foundational part of the Government of Alberta's efforts to modernize access to information and the protection of privacy legislation. The information gathered from the virtual engagement sessions and the survey, to occur in February 2025, will specifically inform the content for the Access to Information (ATI) and Protection of Privacy (PP) Regulation in development.

Your feedback is critical to:

- Inform new the sections for inclusion in the ATI and PP regulations,
- Identify key concerns with regards to existing regulation,
- Identify additional ways the Government of Alberta can support your public body before and after the new legislation comes into force.

About This Guide

This guide is designed to provide information on new areas introduced in the new Acts and provides background information relevant to questions on the ATIA and PPA Regulation Development Survey and questions to guide virtual engagement discussions. This guide also includes an appendix with frequently asked questions.

This guide is divided into three sections:

- Access to Information Regulation Provisions
 - Duty to Assist
- Protection of Privacy Regulation Provisions
 - Privacy Management Programs
 - Privacy Impact Assessments
 - Privacy Breach Notifications
 - Non-personal Data

- Data Matching
- Other
 - Consent
 - Fees
 - Development of resources

Access to Information (ATI) Regulation Provisions

Duty to Assist

The duty to assist provision can be found in section 12 of the ATIA. The duty to assist provision is meant to provide clarity to public bodies on what the requirements are to assist applicants under the Act.

- What is the current requirement for duty to assist in the FOIP Act?
 - Under the FOIP Act, when responding to an access to information request, public bodies have a duty to make every reasonable effort to assist applicants and respond to each applicant openly, accurately and complete, and in accordance with the regulation.
- How does the new legislation affect this?
 - The ATIA maintains the duty to assist but seeks to provide greater clarity and guidelines for public bodies to help them in meeting this requirement and to ensure more consistency for applicants.
 - Under the ATIA, a request must be in writing, be submitted to the public body the applicant believes has custody or control of the record, provide enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort, and be accompanied by a fee where a fee is required under this Act.
- What do these changes mean for public bodies?
 - These changes should provide clarity to public bodies on their responsibility to assist an applicant in creating a new record in cases where the requested records may not exist in their current form.
- **Guiding Questions:**
 - Is there more guidance required to clarify what a public body's duty to assist means?
 - Are there additional criteria that should be included in the regulation to clarify a public body's duty to assist?
 - How would your public body define what is considered "reasonable time," "reasonable effort," or "practical?"

Protection of Privacy (PP) Regulation Provisions

Privacy Management Programs

While not a requirement under the current FOIP Act, section 25 of the PPA requires that a public body must establish and implement a privacy management program. A public body will have one year to establish their privacy management program.

- What is a Privacy Management Program (PMP)?
 - A PMP refers to an established program consisting of documented policies and procedures that outline privacy practices, foster a culture of privacy and promote compliance with the legislation.
- Why are they necessary?
 - Having appropriate policies and procedures in place ensures public bodies are properly equipped to manage and protect any personal information in their custody or under their control.

- PMPs will be mandatory under the PPA, and individuals may request a copy of the program from the public body within 30 business days of their request. This will promote transparency for Albertans on how public bodies are handling their personal information and ensures responsibility and accountability.
- **Guiding Questions:**
 - Does your public body have any existing privacy policies?
 - How does your public body ensure employees are aware of their duties to protect privacy in their roles?
 - How does your public body ensure employees are up to date on privacy training requirements?
 - What administrative/technical/physical measures does your public body have in place to protect personal information in your custody or control?
 - What should a PMP include, from the perspective of your public body?

Privacy Impact Assessments

While not a requirement under the FOIP Act, the PPA section 26 will require public bodies to complete privacy impact assessments in certain circumstances.

- **What is a Privacy Impact Assessment (PIA)?**
 - A PIA is a formal assessment intended to identify and review any privacy-related risks associated with projects involving personal information. By completing a PIA, public bodies may assess a project's impact on individuals, their personal information, and develop and propose mitigation strategies respecting those identified risks.
- **Why are they necessary?**
 - Having completed PIAs ensures accountability is identified for various components of a program or service, it details what authorities exist for the collection, use and disclosure of personal information, ensures any risks are identified and are accepted by the responsible area.
- **What requirements exist around PIAs under the new PPA?**
 - Previously, under the FOIP Act, PIAs were not mandatory, but considered a "best practice" measure. Under the PPA, however, public bodies will now be required to prepare a PIA in prescribed circumstances. What these assessments require will be covered further in the regulation.
 - The PPA also grants the Office of the Information and Privacy Commissioner (OIPC) the ability to request a copy of a public body's PIA. A public body has 30 business days to provide the PIA to the Commissioner upon request.
- **Guiding Questions:**
 - In your public body, when is a PIA completed or what threshold requires a PIA be completed?
 - For instance, are there certain types of projects, programs or services that should require a PIA (e.g. data matching, common and integrated program etc.)?
 - What are the requirements for a PIA in your public body and who approves them?
 - Are all PIAs completed by your public body submitted to the OIPC or only under set circumstances?
 - What information does your public body provide in the submission to the OIPC?
 - Does your public body have a PIA template?
 - Does your public body proactively disclose PIA documents or a list of completed documents?

Privacy Breach Notifications

Privacy best practice is to notify an individual if they are impacted by a privacy breach. Section 10 of the PPA introduces the requirement to notify an individual, the OIPC, and the Minister where a privacy breach could result in a real risk of significant harm. The requirement to notify the impacted individual and the OIPC of a privacy breach aligns the Act with principles in Alberta's *Health Information Act* and *Personal Information Act*.

- What is a privacy breach?
 - If there is an incident involving the loss of, unauthorized access to, or unauthorized collection, use or disclosure of personal information in the custody or control of a public body, this is considered a privacy breach.
- How does the PPA differ the FOIP Act in its handling of privacy breaches?
 - While the FOIP Act set rules on the collection, use, disclosure and protection of personal information in a public body's custody or control it did not provide guidance on how to respond to privacy breaches beyond setting penalties for non-compliance.
 - If a privacy incident occurs and there exists a real risk of significant harm to an individual as a result of the incident, the public body must notify the individual(s) in question, the Information and Privacy Commissioner, and the Minister responsible for the PPA, of this breach. This ensures Albertans are made aware of any breaches to their personal information that could cause them significant harm and enables them to take steps to protect themselves and protect their information from misuse.
 - What details these notifications will require will be covered in the regulations.
- **Guiding Questions:**
 - Does your public body have formal policies or procedures in place for handling privacy breach notifications?
 - How does your public body determine when to notify individuals when their personal information has been breached?
 - What kind of information does your public body include in these notifications to the impacted individual(s)?
 - Does your public body notify the Commissioner of any privacy breaches that occur?
 - If so, when?
 - What criteria do you use to determine when the Commissioner should be notified?
 - What details do you include when notifying the Commissioner?
 - How does your public body measure the level of risk to an individual when their privacy has been breached?

Data Matching

The PPA sections 17-20 introduce data matching concepts and provides clear authorities on data matching, specifically related to data matching personal information to create new data, called data derived from personal information. The PPA provides authorities for the use, disclosure and retention of the new data.

- What is data matching?
 - The PPA defines data matching (section 1(f)) as linking personal information between two or more databases or other electronic sources of information.
 - Data generated from data matching i.e., data derived from personal information, refers to data that has been matched and is still identifiable, meaning that the data could still identify individuals whose personal information was used in the data matching.
- When can a public body data match?

- Under section 17 of the PPA, public bodies may carry out data matching only for research and analysis, planning administering, delivering, managing, monitoring or evaluating a program or service, and/or one or more prescribed purpose as stated in the regulation.
 - However, public bodies are subject to various restrictions when data matching, and it may only be carried out in accordance with the prescribed security arrangements which will be stated in the regulation.
 - Public bodies may only collect, use and disclose data derived from data matching in accordance with the Act.
- **Guiding Questions:**
 - Does your public body carry out data matching using personal information?
 - If so, for what purposes?
 - Are there additional purposes for which your public body would like to carry out data matching that are not already covered by the new legislation?
 - What sort of security measures does your public body put in place when handling data derived from data matching?

Non-Personal Data

The PPA introduces authorities around the creation, use and disclosure of non-personal data in sections 21 to 23.

- What is non-personal data?
 - "Non-personal data," under section 1(n), means data, including data derived from personal information, that has been generated, modified or anonymized so that it does not identify any individual, and includes synthetic data and any other type of non-personal data identified in the regulation.
- When can a public body create non-personal data?
 - Under section 21 of PPA, public bodies may create non-personal data only for research and analysis, planning administering, delivering, managing, monitoring or evaluating a program or service, and/or one or more prescribed purpose as stated in the regulation.
- Why has non-personal data been added to the PPA?
 - The PPA, is an authority-based legislation. If no authority exists within the PPA specifically authorizing a particular action, then this action cannot be done.
 - The inclusion of a definition for non-personal data (section 1(n)) and for data derived from personal information (section 1(e)) into the PPA, we legally authorize the collection, creation, use and disclosure of these types of data, enabling data-innovation under specific rules.
 - The regulations enable parameters to be set, governing when and how it can be used or disclosed and establishing safeguards so this data can be used in a manner that does not impact personal privacy.
- **Guiding Questions:**
 - Based on the PPA's definition for non-personal data, what types of non-personal information, if any does your public body use (e.g., synthetic data)?
 - If so, is there any variation in how your public body handles these different types of data?
 - Does your public body currently share any non-personal information with other public bodies or other organizations?
 - Does your public body have formal policies or procedures in place governing how non-personal data is to be created, used or disclosed?
 - Are there any other purposes for which your public body would like to create non-personal data that is not already covered by the authorized purposes in the PPA?

Other

Consent

- Sections 39(1)(b) and 40(1)(d) of the FOIP Act establish public bodies' authority to use and disclose information provided the individual the information is about has identified the information and consented to its use or disclosure respectively. While the current regulations set out the prescribed manner for giving consent, feedback from previous engagement efforts has called for an update to these requirements.
- **Guiding Questions:**
 - Which aspects of the current regulations for gathering consent work well and are necessary from your public body's perspective?
 - Which aspects of the current regulations for gathering consent fall short?
 - Are there any specific requirements your public body would like to see in the regulations for gathering consent?
 - Should there be any specific requirements for consent when seeking to use personal information versus disclosing personal information?
 - Should consent requirements vary depending on the medium in which consent is given? E.g., verbally, electronically, wet signature, etc. that are not already covered by the current regulations?

Fees

- The ATIA grants public bodies the authority to require an applicant to pay the public body fees for services as provided for in the regulations under section 96(1). These fees must not exceed the actual costs of the services, and for applicants requesting their own personal information, they may only be charged for the cost of producing the copy of their records.
- These provisions are largely unchanged from the FOIP Act, however, to ensure consistency in the application of fees across public bodies, and to account for new record formats and technologies, modernization and amendments to the fee regulations are necessary.
- **Guiding Questions:**
 - Does your public body have any concerns with the current fee regulations?
 - Do the fees accurately reflect current costs of services, copying, etc.?
 - Are the current fees accessible to Albertans from the perspective of your public body?
 - Does your public body charge fees for electronic records packages?
 - If so, what considerations are given to determine how much or when to charge for electronic records packages?
 - Are there any record formats you feel are not currently covered by the regulations or in the fee schedule that should be?

Development of Resources

- We want to ensure we provide support to all public bodies in their implementation of, and adherence to the new Acts setting them up for success. The development of additional resources is underway, and we would like to hear from public bodies to determine how best we may provide this support.
- **Guiding Questions:**
 - As per the ATI and PP Regulation Public Body Engagement Survey, the following options are under consideration:
 - Access Guides
 - Privacy Guides
 - Training

- Privacy impact assessment template
 - Privacy breach reporting templates
 - Best practices
 - Checklists
- Apart from the options listed in the survey, are there any other resources your public body would like to see, or feels are necessary in the lead up to the Acts replacing the FOIP Act, and after the two new Acts are in effect?

Thank You

Thank you for sharing your feedback.

Should you have any questions or concerns about this survey, you may send an email to: FOIPmodernization@gov.ab.ca.

Appendix: Frequently Asked Questions

General Questions

What is meant by the *Freedom of Information and Protection of Privacy (FOIP) Act* is out of date and does not reflect modern realities?

There is a growing expectation for transparency and accountability from public institutions, as the widespread use of modern technologies – such as emails, databases, and systems that store electronic information – transform our everyday lives.

The drafting of the FOIP Act did not account for these digital realities or for the sheer volume and complexity of records that are now created and managed by public bodies to provide services to Albertans.

The world has continued to evolve, but our legislation has not. Alberta needs to catch up.

Does this legislation not increase administrative and regulatory burden?

By separating the FOIP Act into two distinct Acts – the *Access to Information Act* and the *Protection of Privacy Act* – we are streamlining processes and reducing administrative burden and red tape for public bodies.

- We are making it easier for Albertans to understand the rules on how to access information and how their information will be protected.
- Separating the Act will also help to ensure that access to information and protection of privacy receive the dedicated attention they deserve.

The Acts will be reviewed every six years, which will help to ensure that they are kept up to date.

How do Alberta's new legislations compare with other jurisdictions?

All other Canadian jurisdictions, aside from Alberta, have made changes to their access and privacy legislation in recent years, with Quebec and British Columbia being the most recent.

Although access to information legislation varies from province to province, they are all built on the same principle of ensuring the public has a right of access to records in the custody or under the control of a public body subject to specific and limited exceptions.

The new legislations will bring Alberta in line with other provinces and territories.

Who is affected by the new legislations?

Public bodies in Alberta that are currently subject to the FOIP Act will be subject to the *Access to Information Act* and the *Protection of Privacy Act*. This includes, for example, government departments;

provincial agencies, boards, and commissions; municipalities; school boards; police services; and universities and colleges.
All Albertans are affected by the new changes to Alberta's public sector access and privacy legislations.

What is a public body, as defined under FOIP?

A public body is a government department, branch or office, an agency, board or commission, an educational body (like a school board or postsecondary institution), or a local government body (such as a municipal government, police service, or library).

Do these changes affect private sector businesses?

No, the *Access to information Act* and the *Protection of Privacy Act* will apply only to provincial public bodies operating in Alberta. Private sector entities in Alberta are subject to the *Personal Information Protection Act* (PIPA).

PIPA is undergoing a legislated review by the Standing Committee on Resource Stewardship, which started in January 2024. The Committee has 18 months to complete its review, and the final report is expected by June 2025. The committee's recommendations will inform Alberta's government in making future improvements to PIPA.

When will changes take effect?

The new legislations received Royal Assent in December 2024 but will come into effect upon proclamation, in Spring 2025. The government is developing regulations to support the *Access to Information Act* and the *Protection of Privacy Act*, which will be introduced in the Spring sitting of the legislature. Other information to support public bodies, including tool kits, will be available when the legislation is enacted.

What will be captured in the regulations?

Regulations are a form of legislative rules that provide additional information and direction related to a specific act. They are usually made by the Minister and approved by the Lieutenant Governor. The regulations will provide more specific information, where required. For example, the regulations will define political staff, outline public bodies' duty to assist, set out the attestation process for Cabinet records and define when a privacy impact assessment is required and what requirements it must meet.

These regulations will recognize the diversity of Alberta's public bodies to avoid significant increases in costs or workloads while still providing necessary protections and access to information. Requirements will be proportional to the size of the public body, the personal information within the public body, and the complexity of programs and services.

More information about the regulations will be available in Spring 2025.

Have you consulted public bodies about these changes?

Between 2020 and 2024, Alberta's government conducted extensive reviews and stakeholder engagements to understand where privacy laws could be improved. These engagements identified the need for clear definitions and authorities, inclusion of privacy management requirements, data management practices, and increased ability to use information collected from Albertans between programs and services. Input was collected from other provincial ministries, municipalities, post-secondary institutions, school boards, and the Office of the Information and Privacy Commissioner (OIPC).

Albertans were invited to provide feedback in a 2021 public survey. The results clearly identified that privacy is a key priority for Albertans and that they have high expectations of public bodies in protecting their personal information.

Much of this feedback is addressed in the two new legislations. Further engagement is being planned with public bodies affected by the legislative changes to obtain feedback on planned regulations to support the new acts and on what implementation supports are needed to ensure public bodies can become compliant with the new acts.

What kind of support will be available to public bodies?

Government will inform stakeholders of the changes. Guidance and interpretive materials will help public bodies understand new requirements and help them become compliant with the two new legislations.

More information will follow in Spring 2025.

What is Alberta government's response to the recommendations of the Information and Privacy Commissioner to improve the *Access to Information Act*?

In November 2019, a joint resolution from Information and Privacy Commissioners across Canada, including Alberta's Commissioner, urged all provinces and territories to update their access and privacy legislation.

Respecting the OIPC's role as the oversight and regulatory body for the FOIP Act, and now the ATIA and the PPA, Alberta's government values the input of the Commissioner. However, the government maintains responsibility for the modernization of Alberta's legislation, therefore, in response to this resolution, consultation began and has continued with stakeholders about access and privacy since 2020; this includes the OIPC.

While the bills were not, and could not, be shared in advance due to cabinet confidence, the government ensured the OIPC was informed of the intent to amend the legislation well in advance, and engagement with the OIPC has been extensive throughout the review and drafting process.

Alberta's government has reviewed the Commissioner's comments and recommendations she provided at the introduction of Bill 34 Access to Information Act. The government values the thoughtful feedback provided by the Information and Privacy Commissioner and will continue to work collaboratively to address concerns raised. Much of the clarity that the Commissioner is requesting will be defined in the regulation.

Access to Information Questions

What problem are we trying to solve with the *Access to Information Act*?

With the new *Access to Information Act*, the legislation will be clearer for Albertans and public bodies:

- Albertans will better understand the rules under which they can apply for and receive access to public body records.
- Public bodies will be better able to manage timelines for responding to requests, especially in cases of emergencies.
- Public bodies will be more accountable to work with applicants to address issues or complaints and address them before being escalated to the Information and Privacy Commissioner.
- Albertans will receive information about public bodies that were not previously available outside the access to information process.
 - This is because the new Act further empowers public bodies to proactively disclose information to promote transparency and trust.
- The new Act will better define Cabinet confidentiality which is critical to good government decision-making.

Will restricting access to Cabinet and Treasury Board documents promote distrust and be interpreted as government overreach?

The new changes provide clarity on what information can or cannot be disclosed.

Protecting Cabinet confidentiality enhances decision-making because officials receive candid, unbiased advice and are free to engage in frank and robust discussions at the Cabinet table. The need for Cabinet confidentiality has been recognized by the Supreme Court as essential to good government.

Will public bodies not ~~hide under the guise of~~ this Act to improperly withhold information?

The OIPC plays an important role as regulator of the Act, and part of this role is ensuring that exceptions to access to information have been applied correctly and that public bodies are not incorrectly withholding information.

Processes including an attestation process will be developed to ensure the Information and Privacy Commissioner is provided information that is appropriate information to make

How does the new legislation impact public bodies' duty to assist?

Under the FOIP Act, when responding to an access to information request, public bodies have a duty to make every reasonable effort to assist applicants and respond to each applicant openly, accurately and completely.

The new legislation maintains the duty to assist but seeks to provide greater clarity and guidelines for public bodies to help them in meeting this requirement and to ensure more consistency for applicants.

Further detail will be provided in the regulations.

Can you provide some examples of the changes for what types of information would be withheld from disclosure?

The main change is related to extending the ability to withhold records and not just information contained in a record where it pertains to Cabinet and legal privilege.

Any Cabinet or Committee records or information revealing deliberations of Cabinet or any of its Committees will be required to be withheld.

Records subject to solicitor-client privilege, such as a legal opinion or emails with legal counsel pertaining to a potential policy, will also be required to be withheld.

Why is government removing the ability to access political records?

Political records were never accessible under the FOIP Act. Political communications are not government records until they are direction to the government.

How do other jurisdictions manage requests for records of political staff communications?

Access to information legislation in all jurisdictions is focused on government records.

In the federal government, Ministers' Offices and the Prime Minister's Office are not subject to access to information legislation. As such, these offices would only be asked to search for responsive records if there is evidence they have a department record that no longer exists in the department file or if there is a request related to expense records and they have not provided itemized bills to the department.

In adding this provision, Alberta is clarifying what records are within scope of the Act. Political communications have never been subject to the Act, as political parties are not public bodies, and FOIP exempts personal and constituency records of Cabinet members and correspondence amongst Ministers or between Ministers and MLAs.

This provision clarifies what constitutes a government record. In doing so, Alberta has taken a slightly different approach than the federal government while still adhering to the key principle of access to government records.

How will political staff be defined?

Political staff will be defined in the regulations.

Political staff, or political aides or exempt staff, are not defined by many jurisdictions in Canada.

British Columbia, Newfoundland and Labrador, and Manitoba specifically define what is considered a political staff by indicating who they are hired by, report to, or what their responsibilities may or do not include. These definitions exist in legislation, regulation, or policies related to Codes of Conduct or political activities.

Political staff share certain common characteristics, including:

- Their work is explicitly political in nature.
- Their salaries and benefits are paid out of government revenue; however, they are not considered public servants and may be identified by unique position codes.
- Their regular job duties often involve providing political support or advice to elected officials (e.g., a Premier or Minister).
- Their employment is exempt from normal public service hiring processes and regulations.

Alberta currently refers to political staff as employees of the Premier's or Ministers' Offices and has the Premier's and Minister's Staff Employment Order, which outlines employment terms and conditions, including compliance with Alberta's Code of Conduct.

How does the Cabinet records attestation process work?

The attestation process will be set out in regulations. An attestation process is a formal procedure to confirm or verify accuracy or integrity of an action or information.

It is intended to be provided to the OIPC to help the Commissioner confirm that the exception was correctly applied.

What is Parliamentary privilege?

Parliamentary privilege applies to the rights necessary for MLAs to fulfill their functions. It is vital to the proper functioning of the Assembly.

Parliamentary privilege protects MLAs' statements and debates in the Legislative Assembly. Administrative records that support parliamentary functions are an example of records that would be subject to Parliamentary privilege.

How can public bodies proactively release more information?

This is a discussion that requires conversations with a public body's leadership. This could include identifying records that are commonly requested, general records that do not contain personal information or information that would be withheld in a FOIP request. Alberta already publishes or proactively discloses a lot of government information, including Ministerial office expenses, travel expenses, and sole source contracts, but the legislation was unclear regarding the broader ability to disclose records without an access request.

Changes ensure that the legislation is clear that public bodies can proactively disclose information outside of a formal FOIP request subject to certain conditions such as ensuring records do not contain personal information.

The legislation provides public bodies with the flexibility to define their own proactive disclosure policies. As part of this work, the Government of Alberta will be developing a proactive disclosure policy for government in the coming year. The policy will outline what information government will proactively disclose.

Why make it easier for public bodies to change response timelines for FOIP request during emergencies?

Extending timelines during emergencies makes sense. It will provide public bodies with the flexibility to allocate resources effectively and prioritize urgent tasks related to emergency management and public safety, while still addressing access requests in a timely manner once the crisis has passed. Access to information is important, but during a time of emergency – such as a flood or wildfire – public safety and emergency management need to be prioritized.

Is there any provision in the Act that will make it easier for the OIPC to do its job?

We are providing more discretion to the OIPC to reject requests for inquiry including where a matter has already been resolved. Currently, the OIPC must investigate every complaint it receives, which puts excessive demands on their resources and causes delays. The new change will allow the OIPC to focus their resources on matters where a complaint needs to be resolved. We are also making sure that anyone experiencing issues related to access to information requests must first try to resolve their concerns with the responsible public body before escalating their concerns to the OIPC.

These changes will help the OIPC avoid using resources unnecessarily.

Why is the government eliminating the requirement that says government cannot delete a public body from the list of public bodies subject to the Acts without the approval of the Information and Privacy Commissioner?

This existing requirement to consult with the Commissioner regarding deletions was well-intentioned but has made it extremely difficult to keep the list current as new bodies were established, merged, or abolished.

Under the existing requirements, the Minister had to first get approval from the Information and Privacy Commissioner for any deletions, then take the list to Cabinet to get changes approved. The result was an inaccurate and outdated list that was time consuming and cumbersome to update.

To reduce red tape for both government and the OIPC, we are streamlining the process by allowing revisions to this list to be made by Ministerial Order rather than Order in Council, and we are removing the requirement for consultation with the OIPC on deletions.

Government will still ensure that the Commissioner is aware of changes and must continue to follow the criteria laid out in the Act for any additions, amendments, or deletions to the public body listing.

Protection of Privacy

Why have a stand-alone privacy act?

Albertans value their privacy and the protection of personal information. As they rely more and more on technology in their day-to-day lives, Alberta's government looked at how its legislation should continue to protect Albertans' privacy and reflect the new realities of an age of rapidly changing technology. Alberta's privacy laws were outdated and needed to be refreshed to meet the realities of the modern world.

The *Freedom of Information and Protection of Privacy Act* (FOIP) was introduced in 1995 and saw its last significant update in the early 2000s. Technologies like email, databases, and artificial intelligence that were more theoretical than reality when the Act was introduced are now regularly being integrated into our daily lives.

The government has been engaging with stakeholders on matters relating to privacy since 2020. Those conversations identified that updates to privacy protections were critical and there was a need for several things, including:

- clear definitions and authorities within legislation,
- privacy management requirements,
- modern data management practices,

- improve Albertans' experiences with services and programs by enabling the ability to use information collected from Albertans between government programs and services,
- special protections for sensitive data, and
- improved timelines and regulatory processes related to the OIPC.

Public bodies support the majority of amendments. They have been asking for updates to the legislation for years and proposed amendments address gaps public bodies have previously identified, such as the inclusion of privacy management requirements.

The OIPC spoke at various forums recommending review and modernization of Alberta's privacy laws, including as part of a joint resolution in 2019 with Information and Privacy Commissioners and Ombudspersons from across Canada.

What are the aims of the *Protection of Privacy Act*?

The new *Protection of Privacy Act* enhances and builds on the protection of privacy rules that were in FOIP.

The new legislation:

- introduces enhanced privacy protections by adopting a privacy by design approach to programs and services delivered by public bodies, and
- introduces the strictest penalties in Canada for the misuse of Albertans' personal information.
- supports more effective delivery of programs and services across public bodies by allowing for common and integrated programs.

Common-sense updates are made to existing rules to streamline work and reduce red tape. For example, requiring a person who has a complaint to first attempt to resolve their complaint with the public body, before applying with the OIPC, and empowering the OIPC to disregard an inquiry where one is not required.

A few things have not changed. Under the new legislation, public bodies will continue to:

- be mandated to manage and protect any personal information they hold or control, and
- have clear responsibilities to collect, use, and disclose personal information responsibly, ethically, and in accordance with the new act.

What do these changes mean for individual Albertans?

These changes mean Albertans can be confident that:

- public bodies cannot sell their personal information for any reason;

- privacy risks and actions to mitigate those risks are identified early and addressed in the development of programs and services;
- privacy breaches are taken seriously, and individuals are made aware if their personal information has been involved in a breach; and
- Public bodies have clear rules for when and how they share information.

What are some of the offences prohibited under the PPA?

The *Protection of Privacy Act* prohibits an individual from knowingly contravening sections, including:

- collecting, using or disclosing personal information without authority;
- attempting to re-identify an individual from non-personal data;
- making false statements to the OIPC;
- obstructing the OIPC; and
- failing to comply with an order issued by the OIPC.

New penalties and offenses are also introduced for the misuse of data derived from personal information and non-personal data to ensure that public bodies are serious in their responsibility to protect Albertans' personal information.

How do Alberta's penalties compare to the rest of the country?

Since 2019, every other jurisdiction in Canada has updated their FOIP Act equivalents in some capacity—in some cases, these updates have necessitated significant and transformative revisions as was seen in British Columbia and Manitoba.

Alberta's new *Protection of Privacy Act* has the strongest protections in the country and the strictest penalties.

Jurisdiction	Fine
<i>British Columbia</i>	Individual: up to \$50,000 Corporation: up to \$500,000
<i>Quebec</i>	Natural person: \$5,000 - \$100,000 All other cases: \$15,000 - \$150,000
<i>Alberta</i>	<i>Personal Information:</i> Individual: up to \$125,000 Organization: up to \$750,000 <i>Data matching and non-personal information</i> Individual: up to \$200,000 Organization: up to \$1 million

Note: British Columbia and Quebec currently have the next highest fines which is why they are used as comparators.

Penalties vary based on the offence. Penalties can be up to \$125,000 for an individual and \$750,000 for an organization that knowingly contravenes Part 1 of the Act, which relates to personal information. Penalties can be up to \$200,000 for individuals and \$1,000,000 for organizations that contravene Part 2 of the Act, which relates to data matching and non-personal data.

How are Alberta's new protections the strongest in Canada?

The *Protection of Privacy Act*:

- Explicitly prohibits a public body from selling Albertans' personal information;
- Mandates public bodies to have privacy management programs proportional to their organization to allow Albertans to understand how their personal information is being used and protected;
- Mandates privacy impact assessments to identify and mitigate risks, particularly in cases where there is sensitive or large amount of information;
- Requires privacy breach notifications to ensure individuals are aware if their information was breached;
- Establishes clear rules for how public bodies can create and use data created from personal information to protect Albertans' privacy.

Alberta is the first jurisdiction in Canada to set these standards clearly in legislation.

Why is there no paramouncy provision in the new Protection of Privacy Act?

Inclusion of a paramouncy provision was considered for the new legislation. Because the collection and disclosure of personal information is already permitted if authorized by another enactment, there should not be a conflict between the *Protection of Privacy Act* and another act. As such, an express paramouncy was deemed not required in the new legislation.

The authority to collect and disclose personal information if authorized by another enactment is unchanged from the original FOIP Act.

What is privacy by design?

Privacy by design is an approach that considers how personal information is used and protected in every step of program and service design, delivery, and management. This will be done in a variety of ways:

- Privacy Management Programs will help Albertans understand how their personal information is managed by public bodies.
- Privacy Impact Assessments will assess and address risks during the development of new programs and services.
- Breach Reporting will ensure Albertans are aware if their personal information has been involved in a breach.

Tell me about privacy management programs.

The new *Protection of Privacy Act* makes it mandatory for public bodies to have documented policies and procedures to outline privacy practices, foster a culture of privacy, and promote compliance with the legislation. Having policies and procedures ensures public bodies are properly equipped to manage and protect any personal information in their custody or under their control.

Individuals can request a copy of the program from the public body.

Tell me about privacy impact assessments.

Privacy impact assessments are documents that outline the privacy risks associated with a program or service and the actions taken to protect personal information. While privacy impact assessments are currently mandatory under the *Health Information Act*, they are not mandatory under the *Freedom of Information and Protection of Privacy Act*.

Privacy impact assessments will be mandatory in specific circumstances for all public bodies. The regulations coming forward in Spring 2025 will provide further details on when these assessments will be required and what they must include.

The *Protection of Privacy Act* provides the ability for the OIPC to request a copy of a program's privacy impact assessment.

Will regulations give the Minister more power?

The pace of technology is constantly moving forward, necessitating a way for the Minister to update or clarify elements of the Act in regulations. The *Protection of Privacy Act* provides the Minister of Technology and Innovation with the ability to make regulations, which will streamline implementation of key privacy and data requirements, enable efficiency, and ensure requirements are current.

For example, the Minister will be able to introduce regulations as needed for:

- Privacy management programs,
- Privacy impact assessments,
- Breach reporting,
- Data matching,
- The creation, use and disclosure of non-personal data.

Does the new legislation give the Information and Privacy Commissioner more powers?

The *Protection of Privacy Act* gives the OIPC new powers that correspond with additions to the proposed legislation, including the ability to:

- Request a copy of a public body's privacy management program;

- Request a privacy impact assessment for a specific program or service.

The *Protection of Privacy Act* gives the OIPC new powers to comment on the implications for protection of privacy related to data matching practices and the creation, use and disclosure of data derived from personal information and non-personal data. The OIPC will also be able to order public bodies to stop activities related to data matching or data derived from personal information or non-personal data if the organization is operating in contravention of the act.

The Act also allows the OIPC not to proceed with an investigation unless the applicant wants them to or if the OIPC deems it unnecessary.

These changes are informed by input from the OIPC and will help streamline operations and strengthen personal information protections for Albertans by holding public bodies to account.

Can Albertans opt out of sharing their personal information?

No – public bodies need to collect certain pieces of information to deliver their services. For example, schools need to know the home address of students, as well as the names and phones numbers of guardians.

However, the new legislation introduces new requirements for public bodies collecting information from Albertans, including notifying Albertans whether a program or services uses automated decision making. This keeps Albertans informed and aware of how their personal information is being used to provide services and programs.

Can public bodies sell Albertans' personal information?

No. The government will never sell personal information or allow other public bodies to do so. The new *Protection of Privacy Act* expressly indicates that, "A public body is prohibited from selling personal information in any circumstances or for any purpose, including marketing and advertising purposes."

Why does the new legislation include a new section on data derived from personal information and non-personal data?

Data holds incredible value for planning and delivering programs and services. Alberta's government is committed to protecting Albertans' personal information while making best use of our available data.

To accomplish this, the new legislation provides clear rules around data matching, as well as creating, using and disclosing non-personal data. This helps ensure that public bodies can use data

appropriately and ethically to improve their services and programs, while respecting Albertans' privacy.

Public bodies can only disclose non-personal data to non-public bodies for specific purposes, such as for research, planning, or program/service evaluation, and with conditions to safeguard the data.

What other changes are there that I need to know?

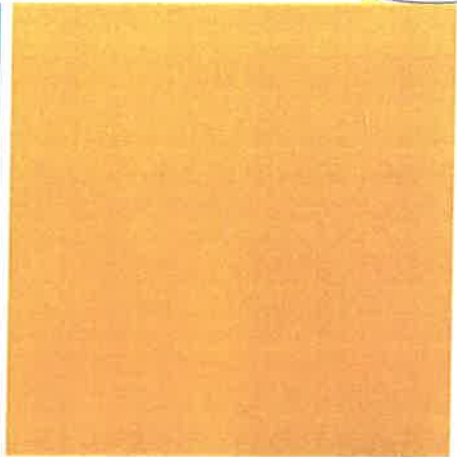
The new *Protection of Privacy Act* also addresses the need to modernize privacy legislation in Alberta, for example: Definitions for terms introduced in the updated sections of the legislation, including those outlined in the Definitions section of this document. Public bodies are accountable for informing people when they use personal information to decide that directly affects a person using an automated system, Notice must be given to the Information and Privacy Commissioner and any impacted individual, if there is a breach or loss of personal information that could result in significant harm, allowing the Commissioner to confirm whether appropriate action has been taken to address the breach. Individual Albertans will be able to request a review by the Information and Privacy Commissioner if they believe their personal information has been used in contravention of the Act for data matching or the creation of data derived from personal information or non-personal data.

Will private sector laws be next?

It is important that Alberta's privacy laws reflect the needs of rapidly changing technology.

The *Personal Information Protection Act* (PIPA) is undergoing a legislated review by the Standing Committee on Resource Stewardship, which started in January 2024. The Committee has 18 months to complete its review, and the final report is expected by June 2025. The committee's recommendations will inform Alberta's government in making future improvements to PIPA.

Alberta Privacy Legislation: A Guide for Administrators



 **Alberta
Municipalities**
Strength
In Members

This guide was produced by Reynolds Mirth Richards & Farmer LLP in collaboration with Alberta Municipalities.



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Introduction

This guide provides municipal administration with an overview of the new privacy legislation in Alberta:

- The [Access to Information Act](#), SA 2024, c A-1.4
- The [Protection of Privacy Act](#), SA 2024, c P-28.5

These two Acts replace the *Freedom of Information and Protection of Privacy Act* and introduce several notable [changes](#). This guide explains how the Acts apply to municipal administration and summarizes the key steps administrators must take to ensure compliance.

ACCESS TO INFORMATION ACT

WHAT ADMINISTRATORS NEED TO KNOW

Access to Information

Purpose of the Act

The *Access to Information Act* allows individuals, by written request, to access records or personal information (such as a personnel file) held by the municipality or other public bodies. Any record that is in the possession of a public body could be subject to an access to information request. Access to information requests may include requests for records relating to, but not limited to:

- developments or capital projects,
- decisions of Council,
- decisions of administration,
- policies and procedures,
- financial records and accounting,
- enforcement, and so on.

The Act does include a number of exceptions where municipalities are not required to share records, which are covered in following sections.

Duty to Assist

Municipal administration is responsible for managing access requests under the Act. Section 12 requires that every reasonable effort is made to assist applicants and respond openly, accurately, and completely. This means that the administration must provide the requested records when doing so is feasible using the municipality's technology systems, is practical, and does not unreasonably disrupt municipal operations. If fulfilling a request as written would require specialized services (for example, external data or IT consulting), the administration is not obliged to comply exactly as requested but should make a reasonable effort to provide the information in another suitable form.

Section 9 gives municipalities the authority to disregard requests under certain circumstances, including:

- where responding to the request would unreasonably interfere with the operations of the municipality.
- the request is abusive, threatening, or frivolous; or
- where the request is overly broad and incomprehensible.

Continuing Requests

Section 11 allows for an applicant to request that they be provided with records on a continuing basis for up to two years. In such cases, administration must provide a schedule outlining the dates on which the request will be reviewed and responded to. The schedule must include an explanation of why those specific dates were selected and must also inform the applicant that the schedule may be reviewed by Alberta's Information and Privacy Commissioner upon request. The Information and Privacy Commissioner may review and make an order that ensures the municipality is fulfilling their duties under the Act.

Fees

Section 96 sets out that fees, starting at \$25 per request (or \$50 for a continuous request), must be charged by the municipality before processing requests for non-personal information. The [Access to Information Regulation](#), outlines that an additional fee may be applied if the municipality estimates that the cost of producing the records will exceed \$150 (or \$10 for a personal information request). This estimate must be provided to the applicant

before any records are retrieved. The Applicant should pay all or a portion of the estimate prior to the municipality commencing its retrieval of the records. Applicants may request to have the fee waived if they are unable to afford the payment or if the records relate to a matter of public interest. All fees must align with [Schedule 1](#) of the Regulation.

***Note that the costs of locating and reformatting records cannot be charged for personal information requests.**

Exceptions

Division 2 of the Act sets out exceptions where disclosure is not required and may be prohibited. This includes, but is not limited to, where disclosing the information would be harmful to:

- Business interests of a third party (for example, confidential commercial bids or responses to a request for proposals)
- Personal privacy
- Public safety or law enforcement
- Confidential evaluations, workplace investigations, complaints or audits
- Intergovernmental relations
- Local public body confidences (for example, drafts of bylaws, documents created for or during closed sessions of Council)
- Economic and other interests of a public body

Requirements and Deadlines

Municipalities must adhere to specific deadlines and requirements under the Act:

- **Responding to access requests:** Section 13 states that responses must be provided within **30 business days** of receiving a request. Section 16 allows for an extension if:
 1. Agreed to by the applicant,
 2. More time is needed due to the large number of records requested, or
 3. Third party consultation is required to determine if an exception to disclosure applies (this may include consultation with lawyers, affected businesses, or other government departments).
- **Transferring a request:** If a request to the municipality is made for a record that was created or controlled by another public body, section 17 allows for the request to be transferred to the other body within **15 business days**. The applicant must be notified of the transfer as soon as possible.
- **Third-party notifications:** If a request for information may affect the interests of a third party, section 35 outlines they must be given notice as soon as possible and be given 20 business days to provide a response.

The public body must also give the applicant notice that the requests may affect the interests or invade the personal privacy of a third party. The notice must outline that the third party is being given an opportunity to review the request and raise any concerns regarding disclosure and specify a decision will be made within 30 business days after the notice has been provided to the third party.

- **Disclosure in the public interest:** Even if no request for information is made, section 37 requires municipalities to disclose information in the public interest without delay. This includes information regarding risks to public safety or the environment.

How the Act Affects the Role of Councillors

For councillors, the *Access to Information Act* emphasizes transparency in governance. Communications or records created by councillors (including text messages and emails on municipal devices) may be subject to disclosure.

Section 9 of the Regulation entitles councils to have closed council meetings in the absence of the public under specific circumstances regarding, for example:

- The security of the property of the local public body
- Personal information of an individual
- Proposed buying or selling of property
- Labour relations or employee negotiations
- Law enforcement matters
- Consideration of an information request
- The obtaining of legal advice

Records that reveal the substance of those closed meeting deliberations, such as notes taken during the meeting, are not generally required to be disclosed. However, council should be cautious to ensure that information discussed or produced during a closed session, if recorded, is kept confidential at all times. Materials prepared by administration for the purpose of a closed session are also not generally required to be disclosed.

No motions or resolutions may be passed during closed session, other than a motion to move out of closed session. To go into closed session, Council must pass a motion indicating that it will be moving into closed session pursuant to the relied-upon section of the *Access to Information Act*. If, for example, Council were going into closed session to receive legal advice, the motion would explicitly reference section 32 of the *Access to Information Act* as the basis for the closed session.

Administration should be prepared to provide guidance to council when preparing to go into a closed session ensuring that all requirements of the *Municipal Government Act* and *Access to Information Act* are met.

PROTECTION OF PRIVACY ACT

WHAT ADMINISTRATORS NEED TO KNOW

Protection of Privacy Act

Purpose of the Act

The *Protection of Privacy Act* controls how municipalities collect, use, disclose, and protect personal information. The Act also allows individuals to request corrections to their personal information held by the municipality. There are strict penalties for individuals who knowingly violate the Act.

Examples of “personal information” include:

- Names, addresses, phone numbers, and email addresses
- Age, gender, and identifying numbers
- Employment or educational history
- Personal views or opinions, or correspondence

Collection and Use of Information

Municipalities may collect and use personal information **only when authorized by law or when necessary for an official program or service**. Section 5 of the Act states that information must be collected directly from the individual unless, for example, another method of collection is authorized, it is necessary for a common or integrated program, such as a program operated by two or more municipalities, or the collection is for the purpose of municipal enforcement.

When required to collect information directly from the individual, notice must be given regarding:

- The reason for the collection,
- The legal authorization for the collection,
- Where questions can be directed regarding the collection, and
- Any intention to input the information into an automated system.

If there is continued collection of personal information for the same purpose as outlined in the original notice, repeated notices are not required.

The personal information may be used or disclosed in accordance with the reason it was initially collected or with the individual’s consent. There are some additional circumstances, per sections 13, 15 and 16 of the Act, in which personal information may be used or disclosed. This includes circumstances where the use/disclosure is required for public safety, the information is necessary for research purposes, or the information is old. However, the sale of personal information is strictly prohibited in all circumstances.

Accuracy and Correction of Information

Section 6 of the Act outlines that when personal information will be used to make a decision affecting an individual, the municipality must make every reasonable effort to ensure that information is accurate and complete. The information used must then be retained for at least one year following the decision that is made.

An individual may request that information about them be corrected by the municipality. Responses to correction requests must be provided within 30 business days of the request unless the request is transferred to a different public body within 15 business days of the request. Administrators must correct the information where appropriate, using reasonable judgment as to the validity of the correction being requested. If the request seeks to correct an

opinion, the municipality should annotate that opinion with the requested correction. Administrators must provide written notice to the individual that the correction or annotation was made.

Safeguards and Response to a Breach

Section 10 requires reasonable security arrangements must be made to protect personal information from unauthorized access, collection, use, disclosure or destruction. When a breach occurs that could cause significant harm, the municipality must, without unreasonable delay, notify the affected individuals, the Office of the Information and Privacy Commissioner, and the Minister of Technology and Innovation. All employees must report suspected breaches immediately to their supervisor or the privacy officer for their municipality so the municipality can contain the incident, assess harm, and meet notification obligations.

Privacy Management Program

Section 25 of the Act requires a public body to have privacy management program, and they must be implemented by June 11, 2026. A privacy management program is a set of policies and procedures that ensure a municipality's compliance with the Act. This includes:

- The designation of a privacy officer.
- Internal policies and procedures regarding personal information collection, use, and correction by administrators and automated systems.
- A security classification system for personal information, derived data and non-personal data.
- Mandatory employee training about obligations under the Act.
- Timelines for the periodic review of the privacy management program.

For municipalities handling large volumes or highly sensitive data, section 6 of the [Protection of Privacy \(Ministerial\) Regulation](#) outlines additional requirements including:

- Enhanced documentation of privacy practices,
- Proactive system monitoring, and
- Written safeguards to protect personal and derived data.

The privacy management program must be made available to the public upon request.

How the Act Affects the Role of Councillors

The Act requires councillors to handle personal information responsibly. This includes ensuring that any collection, use, or disclosure of personal information aligns with the Act's provisions. When sensitive information is being provided to councillors, they should be made aware of the sensitive nature of the records and how they should be handled in accordance with the municipality's privacy management program.

Conclusion

The *Access to Information Act* and the *Protection of Privacy Act*, establish important requirements for municipalities in Alberta. These Acts promote transparency and privacy protection, ensuring public trust in municipal governance. Administrators should familiarize themselves with these principles and always work collaboratively with their council to comply with the provisions of these Acts.

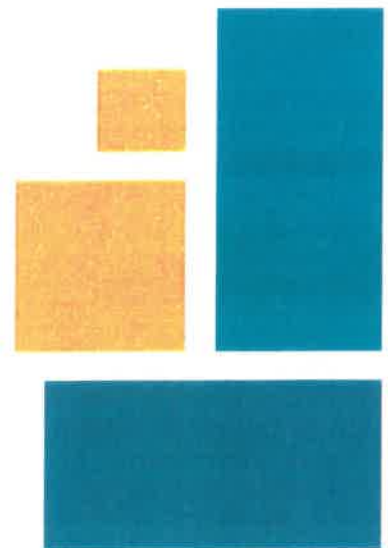


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Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

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Alberta Privacy Legislation: A Guide for Elected Officials



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This guide was produced by Reynolds Mirth Richards & Farmer LLP in collaboration with Alberta Municipalities.



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Introduction

This guide provides councillors with a high-level overview of the new privacy legislation in Alberta:

- the [Access to Information Act](#), SA 2024, c A-1.4
- the [Protection of Privacy Act](#), SA 2024, c P-28.5

These two Acts replace the *Freedom of Information and Protection of Privacy Act* and there are some notable [differences](#). Municipal Administrators have primary responsibility for ensuring compliance with the Acts. This guide explains how the Acts apply to municipal administration, and how the Acts affect the role of councillors. The goal is to help you understand these Acts and incorporate their principles into municipal governance. A separate, more comprehensive guide is available for municipal administrators.

ACCESS TO INFORMATION ACT

WHAT COUNCILLORS NEED TO KNOW

Access to Information

Purpose of the Act

The *Access to Information Act* allows individuals, by written request, to access records or personal information (such as a personnel file), that are held by the municipality or other public bodies. Any record that is in the possession of a public body could be subject to an access to information request. Access to information requests may include requests for records relating to: developments or capital projects, decisions of Council, decisions of administration, policies and procedures, financial records and accounting, enforcement, etc. However, there are a number of exceptions where municipalities are not required to share records.

How the Act applies to Municipal Administration

Municipal administration is responsible for managing access requests under the Act. [Section 12](#) requires that every reasonable effort is made to assist applicants and respond openly, accurately, and completely. [Fees](#) can be charged by the municipality for the handling of information requests.

There are some exceptions, in [Part 1, Division 2 of the Act](#), where disclosure is not required and may be prohibited. This includes where disclosing the information would be harmful to:

- Business interests of a third party
- Personal privacy
- Public safety or law enforcement
- Confidential evaluations, workplace investigations, complaints or audits
- Intergovernmental relations
- Local public body confidences
 - Includes private elected official meetings, bylaw drafts and advice from officials regarding pending policies or plans
- Interests of a public body

Requirements and deadlines

Municipalities must adhere to specific deadlines and requirements under the Act:

- **Responding to access requests:** Responses must be provided within **30 business days** (defined as weekdays that are not a holiday or part of the Christmas break) of receiving a request, unless an [extension](#) is granted due to a large or complex request.
- **Transferring a request:** If a request to the municipality is made for a record that was created or controlled by another public body, the request can be transferred to the other body within **15 business days**.
- **Third-party notifications:** If a request for information affects the interest of a third party, they must be given notice **as soon as possible** and be given 21 business days to provide a response. A decision must be made within 30 business days of the notice.

- **Disclosure in the public interest:** Even if no request for information is made, section 37 requires municipalities to disclose information in the public interest **without delay**. This includes information regarding risks to public safety or the environment.

How the Act affects the role of councillors

As a councillor, the *Access to Information Act* emphasizes transparency in governance. Councillors may be required to assist in responding to access requests for municipal records, ensuring that responses are open, accurate, and complete. If councillors receive a request directly from a member of the public, they should be mindful of the timing requirements when handling the request and, in all cases, should redirect it as quickly as possible to the Chief Administrative Officer (CAO) or the appropriate member of senior administration, depending on your municipality. If a councillor is requested to provide records to assist with responding to an access to information request, they should do so promptly and should provide all responsive materials to the applicable member of administration.

It is also important to remember that any communications or records created by councillors may be required to be disclosed. This could include text messages, emails, or other correspondence sent using devices provided by the municipality.

Councillors are entitled to have closed council meetings in the absence of the public under specific circumstances regarding, for example:

- The security of the property of the local public body
- Personal information of an individual
- Proposed buying or selling of property
- Labour relations or employee negotiations
- Law enforcement matters
- Consideration of an information request
- The obtaining of legal advice

The CAO, city or municipal clerk, or legislative services staff will advise and support council when you are preparing to go into a closed session, ensuring you have fulfilled all legislative requirements.

Records that reveal the substance of those closed meeting deliberations, such as notes taken during the meeting, are not generally required to be disclosed. No motions or resolutions may be passed during closed session, other than a motion to move out of closed session.

PROTECTION OF PRIVACY ACT

WHAT COUNCILLORS NEED TO KNOW

Protection of Privacy

Purpose of the Act

The *Protection of Privacy Act* controls how municipalities collect and use personal information. “Personal information” includes, for example, information about an individual’s age and personal views. The Act also allows individuals to request corrections to their personal information (i.e. addresses, names, contact information, employee information) held by the municipality.

How the Act applies to municipal administration

Municipal administration must implement measures to protect personal information, including restricting its collection to specific purposes and ensuring its secure storage and use. Administrations are also responsible for correcting information upon request and responding as quickly as reasonably possible when a breach or unauthorized access poses a significant risk of harm.

Requirements and Deadlines

Municipalities must adhere to specific deadlines and requirements under the Act:

- **Use of personal information:** If an individual’s personal information is used by a municipality when making a decision that affects the individual, that information must be accurate and **retained for at least one year.**
- **Request for correction of personal information:** The information must be corrected within **30 business days** of the request unless the request is transferred to a different public body within **15 business days** of the request.
- **Breach of information security:** Reasonable security arrangements must be made to protect personal information from unauthorized access, collection, use, disclosure or destruction. When a breach occurs that could cause significant harm, the municipality must, **without unreasonable delay**, notify the affected individuals, the Privacy Commissioner, and the minister.
- **Use of personal information:** The use and disclosure of personal information is tightly regulated, and the sale of personal information is prohibited for any purpose.

The Act requires that a **privacy management program** be implemented by **June 11, 2026**. A privacy management program is a set of policies and procedures that ensure a municipality’s compliance with the Act.

How the Act affects the role of councillors

The *Protection of Privacy Act* requires councillors to handle personal information responsibly. This includes ensuring that any collection, use, or disclosure of personal information aligns with the Act’s provisions. When handling sensitive materials, councillors should ensure they are taking appropriate precautions in accordance with the security arrangements of the municipality. In particular, councillors should refrain

from sharing personal information shared with them by residents (i.e. emails, correspondence, etc.) without confirmation from the municipality's CAO, other senior member of administration, or privacy coordinator that such a disclosure is compliant with privacy legislation.

Councillors should also be aware of their role in responding appropriately to breaches by collaborating with municipal administration to ensure that affected individuals and authorities are notified as required by the Act. If a councillor becomes aware of a breach, they should report the breach as soon as possible to the CAO, who, along with other administrators, will ultimately be responsible for addressing and remedying the breach. It is not Council's responsibility to remedy a breach of the Act, but it is their responsibility to report it to administration as quickly as possible. There are strict penalties for individuals who knowingly violate the Act.

Conclusion

The *Access to Information Act*, and the *Protection of Privacy Act*, establish important requirements for public bodies in Alberta. These Acts promote transparency and privacy protection, ensuring public trust in municipal governance. Councillors should familiarize themselves with these principles and always work collaboratively with administration to comply with the Acts' provisions.



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Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

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