

CITY OF CHESTERMERE

PROVINCE OF ALBERTA

BYLAW #017-20

A Bylaw of the City of Chestermere, in the Province of Alberta, to establish a process to send assessment, taxation and assessment review board notices and other documents by electronic means.

WHEREAS Section 608.1(1) of the *Municipal Government Act*, RSA 2000, C. M-26 and amendments thereto provides that a Municipal Council may by bylaw establish a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 of the Act or the regulations under Part 9, 10 or 11 by electronic means;

AND WHEREAS the Municipal Council of the City of Chestermere desires to implement an efficient method of document transmission for its taxpayers;

AND WHEREAS before making a bylaw under subsection 608.1(3) and (4), Council must:

- a) Be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the documents and information being sent; and
- b) Give notice of the proposed bylaw in a manner Council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it;

AND WHEREAS a bylaw under subsection 608.1(5) must provide a method by which persons may opt to receive the notice, document or information by electronic means;

AND WHEREAS this Bylaw has been advertised in accordance with section 606:

NOW THEREFORE the Municipal Council of the City of Chestermere, Alberta hereby enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as the "Electronic Transmission of Documents Bylaw"

2. DEFINITIONS

2.1 In this Bylaw:

- a) "Act" means the Municipal Government Act, RSA 2000, c M-26;
- b) "Administration" means the receptionist or a clerk at the City's administration office.
- c) "assessed person" means an assessed person as defined in section 284(1)(a) of the Act, a taxpayer as defined in section 1(1)(bb) of the Act, and a person acting on behalf of an assessed person or a taxpayer;
- d) "City" means the municipal corporation of the City of Chestermere;
- e) "communication" means any correspondence or notification relating to outstanding tax bills and other notices, forms and information relating to tax and assessment.
- f) "electronic means" means electronic mail (email);

3. APPLICATION

3.1 This Bylaw allows the City to send the following property assessment and taxation notices pursuant to Part 9 of the Act to an assessed person by electronic means:

- a) Assessment notices pursuant to section 308(1) of the Act;
- b) Supplementary assessment notices pursuant to section 316(1) of the Act;
- c) Tax notices pursuant to section 333 of the Act; and
- d) Amended assessment notices, amended supplementary assessment and amended assessment notices pursuant to section 312 of the Act.

3.2 Further, this Bylaw allows the City to send communication to an assessed person by electronic means.

4. CONSENT

4.1 A notice or communication set out in sections 3.1 and 3.2 may be sent by electronic means if the assessed person:

- a) has provided a personal email address for the notices and communication to be sent to;
- b) has opted to receive notices by electronic means by completing the prescribed form (Schedule "A"); and
- c) the prescribed form (Schedule "A") has been signed by the assessed person.

4.2 A person who has opted to receive notices by electronic means may revoke consent at any time by contacting administration and providing written notification of such revocation. This written notification may include:

- a) signed and dated revocation request form (Schedule "B")
- b) letter signed by the assessed person, whether received by electronic means or otherwise, detailing the request to revoke consent;
- c) electronic mail (email) received by administration from the personal email address attaching the completed revocation request form or detailing the request to revoke consent.

5. PRESUMPTION OF RECEIPT

5.1 In the absence of evidence to the contrary, an assessed person is presumed to have received the notice, or other documents, 7 days after it was sent.

6. SEVERABILITY

6.1 If any Section or parts of this Bylaw are determined by a court of competent jurisdiction to be illegal, unenforceable or beyond the power of Council to enact, such Section or parts shall be

deemed to be severable and the remainder of this Bylaw shall be deemed to be separate and independent there from and valid and enforceable.

7. GENERAL

7.1 In this Bylaw:

- (a) Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.
- (b) Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.
- (c) All schedules attached to this Bylaw shall form part of this Bylaw.
- (d) This Bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.
- (e) This Bylaw shall take effect on the day which it is finally passed.

READ A FIRST TIME this 28th day of July, 2020.

READ A SECOND TIME this 1st day of September, 2020.

READ A THIRD TIME this 1st day of September, 2020.

Resolution Numbers –

302-20

330-20

331-20



MAYOR



CAO

GO PAPERLESS

The City offers electronic delivery of tax notices for your convenience.

To sign up, complete the form below.

CITY OF CHESTERMERE E-NOTICE SERVICE AGREEMENT

Name

Date

E-Mail Address

Phone Number

Property Tax Roll Number(s) – (List rolls you would like to receive e-statements for))

Property or Service Address(es)

By Signing below, I signify that I, the subscriber, have read and agree to the terms as follows:

- The e-statements for notices for property taxes will be provided to the subscriber via email, as a PDF attachment, to the email address listed above.
- It is the subscribers' responsibility to provide the correct email address to the City and to inform the City, in writing, of any changes to that address. **Non-receipt is not justification for late payment (and penalties will not be waived as a result).**
- When you agree to the terms and conditions of this service you will no longer receive a paper copy.

Signature

Date

The personal information on this form is being collected to provide paperless statements for property tax accounts and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the FOIP Coordinator at 105 Marina Road, Chestermere, AB T1X 1V7 or call 403.207.7050

Additional Information

For pre-authorized debit payments for Taxes, you must sign up for the Tax Instalment Payment Plan (T.I.P.P.) program.

The application along with your bank information must be submitted to City Hall, in order to sign up for the program.

Your tax account must be at a zero balance in order to sign up.

**Bylaw #017-20 – Schedule “B”
City of Chestermere
REVOKE E-NOTICE CONSENT**

Name

Date

E-Mail Address

Phone Number

Property Tax Roll Number(s) – (List rolls you would like to STOP receiving e-statements for)

Property or Service Address(es)

By Signing below, I signify that I, the subscriber, am unsubscribing from receiving e-statements for notices of property taxes. I understand that:

- I will no longer receive notices via email
- I will receive notices via mail to the address registered on title
- It is the assessed person’s responsibility to ensure the title is updated with the proper mailing address

Signature

Date

The personal information on this form is being collected to unsubscribe from paperless statements for property tax accounts and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the FOIP Coordinator at 105 Marina Road, Chestermere, AB T1X 1V7 or call 403.207.7050