



BYLAW: 6240
DATE OF CONSOLIDATION: September 26, 2023

Amendment History:

BYLAW 6406	Amends Section 2(6), by adding “person; and,” at the end of the section Amends Section 6, by deleting the second instance of “may” Deleting Section 7 in its entirety
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DISCLAIMER:

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A CONSOLIDATED BYLAW OF THE CITY OF LETHBRIDGE FOR THE PURPOSE OF
ESTABLISHING A PROCESS FOR SENDING ASSESSMENT AND TAXATION NOTICES,
DOCUMENTS AND OTHER INFORMATION BY ELECTRONIC MEANS

WHEREAS Section 608.1(1) of the *Municipal Government Act* R.S.A. 2000 Chapter M-26, states that a 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 regulation under Part 9, 10, or 11 by electronic means;

AND WHEREAS section 608.1(2) of the *Municipal Government Act* R.S. .A. 2000 Chapter M-26, states that a council may by bylaw establish a process for sending forms of notice under section 149(2) or (3) of the *Education Act* by electronic means;

AND WHEREAS before making a bylaw under section 608.1, Council must be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the documents and information being sent, and must 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 section 608.1 must provide a method by which persons may opt to receive the notice, document or information by electronic means

NOW THEREFORE, THE COUNCIL OF THE CITY OF LETHBRIDGE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

NAME OF THE BYLAW

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

DEFINITIONS

2. In this Bylaw:

- (1) **"Act"** means the Municipal Government Act, R.S.A 2000, c M- 26 as amended;
- (2) **"Assessed Person"** means an assessed person as defined in s. 284(1)(a) of the Act ;
- (3) **" City"** means the municipal corporation of the City of Lethbridge;
- (4) **"City Manager"** means the City's chief administrative officer or delegate;
- (5) **"Council"** means the Municipal Council of the City;
- (6) **"Documents"** means any assessment notices, tax notices, and other notices, documents and information under Part 9, 10 or 11, or the regulations under Part 9, 10 or 11, that the City may send to an Assessed Person; and
- (7) **" Electronic Means"** means electronic mail (e-mail) .

SCOPE

3. The City may send Documents to an Assessed Person by Electronic Means if the Assessed Person has opted to receive the Documents by Electronic Means, in accordance with the process set out in s. 4.

OPT-IN/OPT OUT PROCESS

4. An Assessed Person may opt to receive Documents by Electronic Means by creating an online account and completing the forms on the City's website, which require the following information be provided:
 - (1) name and mailing address of the Assessed Person;
 - (2) phone number of the Assessed Person;
 - (3) email address of the Assessed Person ;
 - (4) roll number of the pro perty ;
 - (5) access code of the property, found on the assessment notice for the property; and,
 - (6) confirmation that the Assessed Person would like to receive Documents by Electronic Means (eBilling).
5. Once an Assessed Person has opted to receive Documents by Electronic Means, paper copies of the Documents will not be sent to the mailing address of the Assessed Person.
6. If an Assessed Person has opted to receive Documents by Electronic Means, but subsequently wishes to opt out of receiving Documents by Electronic Means, this may be accomplished by clicking on their property specified by their "Roll Number" in their online account on the City's website , and selecting "Paper Only" indicating they are opting out. Any Documents sent after the completion of the opt out form will be sent to the mailing address of the Assessed Person.

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PRESUMPTION OF RECEIPT

7. DELETED

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GENERAL

8. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this Bylaw be declared invalid all other provisions thereof shall remain valid and enforceable.

9. This bylaw shall come into full force and effect on the date of final passing thereof.

READ A FIRST TIME this 8th day of September, 2020

READ A SECOND TIME this 21st day of September, 2020

READ A THIRD TIME this 21st day of September, 2020

C.A. Spearman (Sgd.)
Mayor

Bonnie Hilford (Sgd.)
City Clerk