



**BYLAW 2020-848  
ELECTRONIC TRANSMISSION OF ASSESSMENT,  
TAXATION AND MUNICIPAL UTILITY  
BYLAW  
VILLAGE OF CARBON  
IN THE  
PROVINCE OF ALBERTA**

**A BYLAW OF THE VILLAGE OF CARBON FOR THE PURPOSE OF ESTABLISHING A PROCESS FOR SENDING ASSESSMENT, TAXATION AND UTILITY 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 VILLAGE OF CARBON, 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:

- "Act" means the Municipal Government Act, R.S.A 2000, Chapter M-26 as amended;
- "Assesses Person" means an assessed person as defined in s.284(1)(A) of the Act;
- "CAO" means Chief Administrative Officer;
- "Council" means the Municipal Council of the Village;
- "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 Village may send to an assessed property;
- "Electronic Means" means electronic mail (email);and
- "Utilities" means Municipal garbage, sewer and water utilities.

- "Village" means the municipal corporation of the Village of Carbon;

## SCOPE

3. The Village 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 Completing the form on the Village website, which require the following information be provided:

- a) name and mailing address of the Assessed Person;
- b) phone number of the Assessed person;
- c) email address of the Assessed person;
- d) roll number of the property;
- e) access code of the property, found on the assessment notice for the property; and,
- f) 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, but subsequently wishes to opt out of receiving Documents by Electronic Means, this may be accomplished by checking of the "Opt-Out" requesting "Paper Only" box on the Application form. The application form can be sent to the Village office by email or be mailed. Any documents sent after the completion of the opt out section of the form will be sent to the mailing address of the Assessed Person.

## PRESUMPTION OF RECEIPT

6. In the absence of evidence to contrary, an Assessed Person is presumed to have received the Document is sent by Electronic Means.

## GENERAL

7. 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

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

**READ** a First time this 10th day of December 2020.

**READ** a Second time this 10th day of December 2020.

**UNANMIOUS** permission for third and final reading given in Council on the 10 day of December 2020.

**READ** a Third and Final time this 10th day of December 2020.

  
MAYOR BRYAN PEEVER

  
CAO VANESSA VAN DER MEER



## eSEND – Go paperless for Assessment, Taxes and Utilities

Village of Carbon is now able to send all Assessment Notices, Tax Notices and Utility Billings by email. To sign up for the eSEND service, fill out the registration form below and email it to [office@villageofcarbon.com](mailto:office@villageofcarbon.com), or deliver to the administration office at 238 Hillside Avenue (PO Box 249), Carbon Alberta T0M0L0, or fax to 403-572-3778. Contact the Property Tax Department if you have any questions about the eSEND service. Please note: every Notice or Billing is sent in an individual email.

### eSEND SERVICE AGREEMENT

#### Personal Information

Account Holder Name: \_\_\_\_\_

Contact Name If Different from Above: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone: \_\_\_\_\_

ACCOUNT INFORMATION – please check appropriate Notice/Bill. More than one property? List all registered owners plus the word "All". Please note that every notice/bill is sent in an individual email.

Assessment Notice Roll Numbers: \_\_\_\_\_

Property Tax Roll Numbers: \_\_\_\_\_

Utility Account Numbers: \_\_\_\_\_

OPT-IN – Automatic enrollment in future paperless notification \_\_\_\_\_

OPT-OUT – Automatic release of paperless notification \_\_\_\_\_

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

- The e-statement for notice/bills 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 Village of Carbon and to inform the Village of Carbon in writing of any changes to this 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 of your notice/bill.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please Note: The personal information on this form is being collected under the authority of section 33 c of the Freedom of Information and Protection of Privacy Act (FOIP) and will be for our use only including emergency notifications. Should you have any questions regarding the collection and use of your personal information, contact the Village of Carbon email at: [office@villageofcarbon.com](mailto:office@villageofcarbon.com) or by calling 403-572-3244.