

VILLAGE OF ROCKYFORD
BYLAW 2021-008
ELECTRONIC TRANSMISSION OF DOCUMENTS

A BYLAW OF THE VILLAGE OF ROCKYFORD, 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 of the Municipal Government Act, RSA 2000, Chapter M-26, states that Council may by bylaw establish a process for sending assessment notices, tax notices and other documents and information under Part 9, 10 or 11 of the Act or the regulation under Part 9, 10 or 11 by electronic means;

WHEREAS before making a bylaw under section 608.1, 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;

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 Village of Rockyford, duly assembled, enacts as follows:

PART ONE INTRODUCTION

1. TITLE

This Bylaw shall be known as the "Electronic Transmission of Documents"

2. DEFINITIONS

- (1) "Act" means the Municipal Government Act, RSA 2000, c. M-26;
- (2) "Assessed person" means an assessed person as defined in section 284,1(a) of the Act or a person acting on behalf of an assessed person;
- (3) "Council" means the Village of Rockyford Council members;
- (4) "Customer" means any person receiving a service from the Village;
- (5) "Electronic means" means electronic mail or e-mail.

PART TWO SCOPE

3. The Village may send the following by electronic means to an assessed person:

- (1) Assessment Notices pursuant to Section 310 of the Act;
- (2) Tax Notices pursuant to Section 333 & 335 of the Act;
- (3) Combined Assessment & Tax Notice as described in Section 308(4) of the Act;
- (4) Tax Arrears Notices;
- (5) All documentation relating to the Regional Assessment Review Board process;

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- (6) Any and all documentation relating to the Recovery of Taxes Related to Land as described in Division 8 of the Act;
 - (7) Any and all documentation relating to the Recovery of Taxes not Related to Land as described in Division 9 of the Act;
 - (8) Any and all documentation relating to the Recovery of Taxes Related to Designated Manufactured Homes in Division 8.1 of the Act;
 - (9) Any and all letters and documentation pertaining to Pre-authorized Debit plans.
4. The Village may send the following by electronic means to a customer:
- (1) Accounts Receivable Invoice and Statements;
 - (2) Cash Receipt showing payment made;
 - (3) Accounts Receivable Arrears Notices;
 - (4) Any and all letters pertaining to Accounts Receivable invoicing and Pre-authorized Debit plans.

PART THREE CONSENT

5. Any notice as set out in section 3 may be sent by electronic means if the assessed person:
- (1) Has provided a personal email address for the notices to be sent to;
 - (2) Has opted to receive notices by electronic means by completing the prescribed form;
 - (3) The prescribed form has been signed by the assessed person.
6. A person who has opted to receive notices by electronic means may revoke consent at any time by contacting administration and providing documentation of such revocation. This documentation may include:
- (1) Letter signed by the assessed person, whether received by electronic means or otherwise, detailing the request to revoke consent;
 - (2) Electronic mail (e-mail) received by administration from the personal email on the consent form detailing revocation of consent.

PART FOUR PRESUMPTION OF RECEIPT

7. As indicated in Section 608.2 of the Act, a person who opts to receive notices by electronic means is presumed to have received the documentation as indicated in section 3, 7 days after it was sent.

PART FIVE TRANSITION

8. SEVERABILITY

If a portion of this bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion will be voided, and the rest of the bylaw remains valid and effective.

9. EFFECTIVE DATE

This bylaw comes into effect upon third and final reading of this bylaw.

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READ a first time on this 13th day of October, 2021.

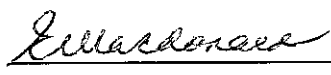
READ a second time on this 13th day of October, 2021.

Received permission to proceed to third and final reading on this 13th day of
October, 2021.

READ a third time and final time of this 13th day of October, 2021.



Mayor



Chief Administrative Officer