



## BYLAW NO. 20-857 of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of establishing a process for sending notices, documents or information by electronic means.**

**Whereas**, Section 608(1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that where the Act or regulation or bylaw made under this section requires a document to be sent to a person, the document may be sent by electronic means if

- a) the recipient has consented to receive the documents from the sender by those electronic means and has provided an email address, website or other electronic address to the sender for that purpose, or
- b) it is possible to make a copy of the document from the electronic transmission.

**Whereas**, the Municipal District of Greenview wishes to have the option available to forward any information referred to in Part 9 Assessment of Property, Part 10 Taxation and Part 11 Assessment Review Boards, of the Municipal Government Act, and any information referred to in the respective regulations for these Parts, by electronic means; and

**Whereas**, Section 608.1(6) provides that the sending by electronic means of any notice, document or information referred to in Subsection (1) or (2) is valid only if the person to whom it is sent has opted under the bylaw to receive it by those means; and

**Whereas**, The Municipal District of Greenview wishes to have the option to forward any forms of notice included in Section 149(2) and (3) of the Education Act R.S.A. 2000, Chapter E-0.3 by electronic means; and

**Whereas**, the Municipal Government Act mandates that a municipality is required to adopt a bylaw to establish a process for the transmission of this information by electronic means;

**Therefore**, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

### **1. Title**

1.1 This Bylaw may be cited as the “Electronic Transmission of Documents” Bylaw.

### **2. Definitions**

2.1 **Act** means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.

2.2 **Assessed Person** means a person who is named on an assessment roll in accordance with the Act, and also includes a person who has been delegated authority to act on behalf of the assessed person.

2.3 **Assessment Notice** includes all assessment notices referred to in Part 9 of the Act

- 2.4 **Council** means the Council of the M.D. of Greenview No. 16, duly assembled.
- 2.5 **CAO** means the Chief Administrative Officer of the M.D. of Greenview No. 16.
- 2.6 **Electronic** means electronic mail (e-mail).
- 2.7 **Electronic document** means a tax notice; an assessment notice; any other document referred to in Part 9, Part 10 or Part 11 of the Act; and any notice referred to in Section 149(2) and (3) of the Education Act
- 2.8 **Greenview** means the Municipal District of Greenview No. 16.
- 2.9 **Signature** at the discretion of Greenview, may include an electronic signature.

### 3. Application

- 3.1 Upon request by an assessed person, Greenview may send an electronic document through electronic means.

### 4. Process

- 4.1 An assessed person may apply to receive an electronic document by electronic means.
- 4.2 The assessed person must complete and sign the application form established by Greenview, which will require the following information:
- a) Roll number of each property;
  - b) Name and address of the assessed person;
  - c) Phone number of the assessed person;
  - d) E-mail address to be used for the transmission of electronic documents; and
  - e) Date and signature of the assessed person.
- 4.3 Once authorization has been provided to transmit an electronic document by electronic means, printed paper copies will not be forwarded via regular mail.
- 4.4 Cancellation of electronic documents being transmitted by electronic means can be accomplished by:
- a) The assessed person providing written notice to that effect to Greenview; or
  - b) Upon transfer of title of the property to a new owner (sale of property).

5. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, 2020.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

