



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1810**

A Bylaw of the Town of Claresholm, 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* R.S.A. 2000 Chapter M-26, states that Council may 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** 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;

**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;

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

**NOW THEREFORE** the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

**SECTION 1 NAME OF BYLAW**

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

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw:
  - a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26;
  - b) "Administration" means the receptionist or a clerk at the Town of Claresholm's administration office.
  - c) "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;
  - d) "Town" means the municipal corporation of the Town of Claresholm;
  - e) "electronic means" means electronic mail (email);

**SECTION 3 SCOPE**

- 3.1 The Town may send the following property assessment 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; and
  - c) amended assessment notices and amended supplementary assessment notices pursuant to section 312 of the Act.

**SECTION 4 CONSENT**

- 4.1 A notice set out in section 2.1 may be sent by electronic means if the assessed person:
  - a) has provided a personal email address for the notices 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 documentation of such revocation. This documentation 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 on the consent form detailing revocation of consent.

**SECTION 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, at the time the email is sent.

**SECTION 6 CREDITS AND FEES**

- 6.1 A person who opts to receive notices by electronic means will receive an administrative credit as per Schedule “C” for each assessable property consented to.
- 6.2 A person who revokes consent will be charged an administrative fee as per Schedule “C” for each assessable property for which consent was revoked.

**SECTION 7 REPELAED**

- 7.1 Bylaw #1701, the “Electronic Transmission of Documents Bylaw” and any amendments, are hereby repealed.

**SECTION 8 PASSAGE OF BYLAW**

- 8.1 This Bylaw shall come into effect upon passage of 3rd Reading.

**READ** a first time in Council this      day of      2025 A.D.

**READ** a second time in Council this      day of      2025 A.D.

**READ** a third time in Council and finally passed this      day of      2025 A.D.

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Brad Schlossberger, Mayor

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Abe Tinney, CAO



# GO PAPERLESS

The Town offers electronic delivery of tax notices.  
To sign up and receive a credit on your account complete the form below.

## TOWN OF CLARESHOLM 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 Town and to inform the Town, 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 4(c) of the Protection of Privacy Act. The personal information will be managed in compliance with the Access to Information and Protection of Privacy Acts. If you have any questions concerning the collection of this personal information, please contact the Access to Information and Protection of Privacy Coordinator by Email: [info@claresholm.ca](mailto:info@claresholm.ca) or Telephone: 403.625.3381.

### 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 the Town Office prior to December 20<sup>th</sup> of the current year, in order to sign up for the following year. Your tax account must be at a zero balance in order to sign up.



**Bylaw #1810 – Schedule “B”  
Town of Claresholm  
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
- An administrative fee will be applied to each property listed above
- 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 provide paperless statements for property tax accounts and is authorized under section 4(c) of the Protection of Privacy Act. The personal information will be managed in compliance with the Access to Information and Protection of Privacy Acts. If you have any questions concerning the collection of this personal information, please contact the Access to Information and Protection of Privacy Coordinator by Email: [info@claresholm.ca](mailto:info@claresholm.ca) or Telephone: 403.625.3381.

**Bylaw #1810– Schedule “C”  
Town of Claresholm  
CREDITS & FEES**

Administrative Credit for signing up for e-notices	\$5 per assessed property
Administrative Fee for revoking consent for e-notices	\$5 per assessed property

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