

	<p align="center">City of Lloydminster Information Report (IR)</p>
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Subject Matter: Draft Electronic Communications Bylaw
Department: Office of the City Clerk
Presented By: Scott Pretty
GPC Meeting Date: March 20, 2023

Topic: Administration is bringing forward a new bylaw under Section 551.1 of *The Lloydminster Charter* to enable the sending of notices and documents by electronic means.

Background: The City of Lloydminster did previously have a process of sending assessment and taxation notices by electronic means, however, under the previous version of *The Lloydminster Charter*, a paper copy still was required to be sent as well. As part of the updates to *The Lloydminster Charter*, Administration had Section 551.1 added which allowed for Assessment and Taxation Communications to be sent by electronic means only. This had been added to the *Municipal Government Act (MGA)* in 2020 when the *MGA* was modernized, but the changes did not take effect in Lloydminster until *The Lloydminster Charter* was updated January 1, 2023.

The newly added legislation allows Council to pass a bylaw enabling Assessment and Taxation communications to be sent by electronic means. The bylaw was modeled based on a bylaw of the City of Airdrie and adapted to meet the City of Lloydminster's requirements. The bylaw includes processes for opting in or out and in addition to measures to ensure security and confidentiality of taxpayer information. Notice regarding the bylaw has also been given to bring attention to all persons substantially affected. The important thing to note is that registration for communications by electronic means is voluntary and up to the individual taxpayer if they choose to do so. If there is significant uptake in registration for communications by electronic means, then there could be significant annual cost savings of printing and mailing costs. Communications by electronic means are also faster than traditional mail delivery and we have a better means of ensuring delivery of notices and documents than we do with traditional mail delivery.

Objective: The aim of the bylaw is to give taxpayers an alternative method to receive assessment and tax documents and save printing and mailing costs for the City of Lloydminster.

Options:

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Delivering Good Governance. Electronic communications allow for the possibility of saved costs which in turn saves the taxpayer money and provides a greater level of assurance that notices and documents are received by the taxpayer, as well as ensuring quicker delivery of documents.

Governance Implications: This is a new bylaw in accordance with the recent updates to *The Lloydminster Charter* that will enable taxpayers to have additional options to receive notices and documents.

Budget/Financial Implications: The passing of this bylaw has the potential to save the City of Lloydminster significant costs in printing and mailing assessment notices, tax notices and other assessment and tax documents. The current 2023 budget includes \$34,000 for postage and \$8,800 for Assessment & Taxation notices. Even if half of all taxpayers signed up for electronic communications, this would be significant cost savings for future budgets. There is no additional cost to sending notices electronically, since this capability is already built into our current financial software, other than potentially some additional advertising costs in the first couple of years to get the message out about this new option. Advertising would also be done on the notices themselves and public notices that we already distribute at no additional cost. In terms of LEAN, this is a quick win for the City and the taxpayer.

Environmental Implications: The move towards electronic communications saves paper which is good for the environment and follows society's move towards preserving resources to ensure a sustainable future.

Report Approval Details

Document Title:	Draft Electronic Communications Bylaw.docx
Attachments:	- Draft Bylaw XX-2023 - Electronic Communications Bylaw.docx
Final Approval Date:	Mar 1, 2023

This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard