



Box 717
Canora, Sask. S0A 0L0
(306)563-5773
townofcanora@sasktel.net
www.canora.com

E-MAIL NOTICE CONSENT FORM

Town of Canora offers residents the opportunity to receive specific municipal notices as attachments in an e-mail rather than by regular mail.

Transmitting information by e-mail has a number of risks that residents should be aware of. These include but are not limited to the following:

- E-mail can be circulated, forwarded and stored in numerous paper and electronic files.
- E-mail can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- E-mail senders can easily misaddress an e-mail.
- E-mail is easier to falsify than handwritten or signed documents.
- Backup copies of e-mail may exist even after the sender or the recipient has deleted their copy.
- E-mail can be intercepted, altered, forwarded, or used without authorization or detection.
- E-mail can be used to introduce viruses into computer systems.
- E-mail can be used as evidence in court.

Town of Canora will use reasonable means to protect the security and confidentiality of e-mail information sent and received. However, because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of e-mail communication, and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of e-mail for delivery of municipal notices.

Consent to the use of e-mail for the delivery of municipal notices includes agreement with the following:

- Failure to receive an e-mailed municipal notice or invoice does not release me from my responsibility to pay any charges specified on the notice or invoice, or any penalties which may be incurred by late payment. I fully understand that it is my responsibility to notify Town of Canora if I do not receive my e-mail notices.
- Cancellation of e-mail notices does not constitute cancellation of services and the customer shall be liable for any past, present or future amounts owing.
- I certify that the information provided is correct. I will inform Town of Canora of any change in my e-mail address, in writing, as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
- I fully understand that notices can only be sent to one e-mail address.
- I may withdraw from e-mail delivery at any time by informing Town of Canora in writing.

CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Name _____ Mailing address _____

E-mail address (please print) _____ Tax roll/utility account no. _____

I acknowledge that I have read and fully understand this document, and authorize Town of Canora to provide specific municipal notices, including my tax notice(s) and utility invoice(s), via e-mail. I understand that I will not receive paper notices or invoices if enrolled for these e-mail services.

Owner/account holder signature _____

Date _____