



Box 206
Birch Hills, SK S0J 0G0
Phone: 306-749-2232
Fax: 306-749-2545
Email: birchhills.town@sasktel.net

EMAIL CONSENT FORM

The Town of Birch Hills 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 email.
- 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.

The Town of Birch Hills 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:

1. Failure to receive an e-mailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.
2. I will inform the Town of Birch Hills of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
3. I may withdraw from e-mail delivery at any time. To do so I will inform the Town of Birch Hills, and all future notices will be sent by regular mail.

CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Customer name _____

Customer e-mail address _____

Customer mailing address _____

I acknowledge that I have read and fully understand this document, and consent to the delivery of specific municipal notices from the Town of Birch Hills to me by e-mail.

Customer signature _____ Date _____

The Town of Birch Hills is now offering Utility Email Notices.

If you are interested in receiving electronic utility notices, please fill out the Email Consent Form in order to discontinue paper bills.

The Town is continuing to work on updating our computer programs with the ongoing software upgrades from the Municipality's software provider. We are also working on moving our banking needs to Affinity Credit Union.

The Town of Birch Hills continues to move forward with any new technologies as they come available to the Town. We look forward to offering our customers other conveniences in the near future. Some of the future programs we are working on implementing are electronic Tax Assessment Notices, electronic Tax Notices, and Preauthorized Tax and Utility payments. Please watch for more information as these and other options become available.

We would like to thank you for your patience in the transition period and while we continue to advance into more convenient options for everyone.