



## Village of Meota

P.O. Box 123  
502 2<sup>nd</sup> Ave East,  
Meota, SK. S0M 1X0

**The Village of Meota** is offering 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 Village of Meota 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 Village of Meota 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 notice.
3. I may withdraw from e-mail delivery at any time. To do so I will inform the Village of Meota, and all notices which were previously e-mailed to me will be sent by regular mail.

**CUSTOMER ACKNOWLEDGEMENT AND CONSENT**

Customer name \_\_\_\_\_

Property address(es) \_\_\_\_\_

Customer e-mail address \_\_\_\_\_

I acknowledge that I have read and fully understand this document, and consent to the delivery of:

Tax Notices and Assessment Notices

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return to the Village office at 502- 2<sup>nd</sup> Ave East, Meota or email to [cao@meota.ca](mailto:cao@meota.ca)