

	No.	2025-03
R.M. of Leask No. 464 TITLE: Consent for Email Notification	COUNCIL APPROVAL DATE:	February 12/2025
	RESOLUTION NO.:	71/2025
	SUPERSEDES POLICY NO.:	
	NEXT REVIEW DATE:	2028
	LAST REVIEW DATE:	

1.0 Policy Statement

This policy outlines the manner in which email notification may be provided to residents of the RM of Leask No. 464 in an efficient and cost-effective manner. Email notification is an individual preference and will only be implemented upon receipt of an Email Consent Form.

2.0 Guidelines

1. This policy pertains to emails which are sent for ratepayer's accounts held with the RM of Leask No. 464 and may include, assessment and taxes notices, accounts receivable, and receipts.
2. Those who do not wish to receive any of the above-mentioned items via email will continue to receive notices via regular mail.

3. Procedures

Enrollment and Set-up

1. RM of Leask No. 464 residents can request to receive specific municipal notices via email by completing the attached *Form A*.
2. Upon receipt of the completed *Form A*, RM of Leask Administration will update the resident's preferences in the corresponding municipal software program.
3. *Form A* will be filed digitally as an attachment on the enrollee's customer card in the municipal software program and as part of the RM's general filing labelled, Email Consent Enrollment.

Discontinuation and Unenrollment

1. Should a RM of Leask No. 464 resident wish to discontinue notification via email they must give notice in writing. The notification can be delivered in person, by letter mail, or email.
2. Upon receipt of the notification for unenrollment RM Administration will update the selected preferences in the corresponding software program.
3. The written consent will be filed digitally as an attachment of the enrollee's customer card in the municipal software program and then stapled to the initial *Form A* and transferred to a folder labeled, Email Consent Unenrollment.

FORM A

EMAIL CONSENT FORM

The RM of Leask No. 464 offers the opportunity to receive certain municipal notices such as attachments in an email rather than via regular mail; this service applies to Tax notices, Account Receivable and receipts for payment rather than via regular mail. (postage costs are going up January 1/2025) Residents are able to customize email notifications to best suit their personal preferences.

The RM of Leask No. 464 will use reasonable means to protect the security and confidentiality of email information send and received. However, there are always risks involved and the municipality cannot guarantee the security and confidentiality of email communication and will not be held liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of email for delivery of municipal notices.

Consent to the use of email for the delivery of municipal notices include agreement with the following:

1. Failure to receive an e-mail municipal notice does not release me from my responsibility to pay any charges specified on the notice nor any penalties which may be incurred by the late payment.
2. I will inform the RM of Leask No. 464 of any change in my e-mail address as soon as possible to prevent the misdirection of notices and reduce the risk of non-delivery of a notice (s).
3. I may withdraw from email delivery at any time. To unenroll I will inform the RM of Leask No. 464 of my wishes in writing and all notices, which were previously e-mailed to me will be sent by regular mail.

CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Name _____

Phone _____ (home) _____ (cell)

Mailing Address _____

Email Address _____

I acknowledge that I have read and fully understand this document and consent to delivery of the municipal notices selected below from the RM of Leask No. 464 via email.

_____ Tax Notice

_____ Receipts

Signature _____

Date _____

Please return this signed for to the RM of Leask No. 464 via email (admin.464@sasktel.net), regular mail or hand-delivery to the office. After hours drop-off can be completed via the mail slot in the office front door.