

Municipal District of Bonnyville No. 87

Request for Decision (RFD)

Meeting: Regular Meeting of Council
Meeting Date: May 9, 2023
Originated By: Stephanie Severin, Manager of Legislative and Information Services
Title: Policy No. C-2A.034 Electronic Signatures Policy – New

PROPOSAL & BACKGROUND

Administration has prepared a new policy to allow for the use of electronic signatures by the municipality for Council's consideration.

DISCUSSION ON BENEFITS, DISADVANTAGES & OPTIONS

The use of electronic signatures is becoming increasingly common as a way to improve efficiency in organizational operations and reduce the amount of time necessary to obtain required signatures for correspondence and documentation. Additionally, in light of the recent COVID-19 Pandemic, the use of electronic signatures can help ensure business continuity in the event of an emergency or disruption to operations.

Section 213(5) of the *Alberta Municipal Government Act* allows for the reproduction of signatures, including the use of electronic signatures, if authorized by Council.

The Committee of the Whole reviewed this new policy on April 18, 2023 and are recommending that Council adopt the policy as presented.

Attached for Council's review:

- Appendix A: New Policy No. C-2A.034 Electronic Signatures Policy

REFERENCE TO STRATEGIC PLAN

Goal 1: Building a viable and diversified regional economy

Goal 2: Enhance safety in the community

REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION

Electronic Transactions Act, R.S.A. 2001, c. E-5.5

Municipal Government Act, R.S.A. 2000, c. M-26

COSTS & SOURCE OF FUNDING

N/A

COMMUNICATIONS STRATEGY

The policy will be available on the M.D. Website.

ADMINISTRATION RECOMMENDED ACTION

THAT Council adopts new Policy No. C-2A.034 Electronic Signatures Policy, as presented.

COUNCIL OPTIONS

1. THAT Council adopts new Policy No. C-2A.034 Electronic Signatures Policy, as presented.
2. THAT Council adopts new Policy No. C-2A.034 Electronic Signatures Policy, with amendments to _____.
3. THAT Council directs Administration to bring back new Policy No. C-2A.034 Electronic Signatures Policy to a future Committee of the Whole Meeting for further discussion.
4. THAT Council rejects new Policy No. C-2A.034 Electronic Signatures Policy, as presented.

Report Approval Details

Document Title:	Policy No. C-2A.034 Electronic Signatures Policy - NEW.docx
Attachments:	- Appendix A-Policy C-2A.034 Electronic Signatures Policy.docx
Final Approval Date:	Apr 21, 2023

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

Stephanie Severin