

Municipal District of Bonnyville No. 87

Action Request

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 15, 2025
Originated By:	Stephanie Severin, Manager of Legislative and Information Services
Title:	Policy No. C-2A.034 Electronic Signatures Policy – Amendment

PROPOSAL

Administration has prepared an amending draft for Policy No. C-2A.034 Electronic Signatures Policy for the Committee's consideration.

DISCUSSION

The current Policy No. C-2A.034 Electronic Signatures Policy only allows for secure electronic signatures to be used on legal instruments with CAO approval.

The proposed changes to this policy will help reduce red tape for M.D. staff by allowing for the use of secure electronic signatures without CAO approval, provided it is in accordance with federal, provincial, and municipal legislation.

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

Attached for the Committee's review:

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

REFERENCE TO STRATEGIC PLAN

N/A

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

BUDGET IMPACTS

N/A

RECOMMENDATION

THAT the Committee recommends to Council adopting amended Policy No. C-2A.034 Electronic Signatures Policy, as presented.

OPTIONS

1. THAT the Committee recommends to Council adopting amended Policy No. C-2A.034 Electronic Signatures Policy, as presented.
2. THAT the Committee recommends to Council adopting amended Policy No. C-2A.034 Electronic Signatures Policy, with further amendments as follows: _____.
3. THAT the Committee requests Administration to revise amended Policy No. C-2A.034 Electronic Signatures Policy, as discussed, and bring it back to a future meeting for consideration.
4. THAT the Committee refers the proposed amendments to Policy No. C-2A.034 Electronic Signatures Policy back to Administration for additional information regarding _____ and to bring it back to a future meeting.

Report Approval Details

Document Title:	Policy No. C-2A.034 Electronic Signatures Policy - Amendment Review April 2025.docx
Attachments:	- Appendix A - Policy No. C-2A.034 Electronic Signatures Policy.docx
Final Approval Date:	Apr 7, 2025

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

Stephanie Severin