

Electronic Signatures Policy

C-2A.034

Section: 2.0 General Government and Administrative Services
- A. Governance
Authority: Council
Administering Department: CAO Office

Statement

The Municipal District of Bonnyville (M.D.) strives to enhance efficiency through the use of electronic signatures by the municipality, where appropriate and permissible by statute.

Purpose

The purpose of this policy is to establish standards for the use of electronic signatures by the municipality.

Definitions

For the purposes of this policy:

- (1) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) “Council” means the duly elected Council of the M.D.;
- (3) “Secure Electronic Signature” means an electronic signature that includes digital verification components which can be used to authenticate the signature;
- (4) “Electronic Signature” means an electronic signature as defined in the *Electronic Transactions Act, S.A. 2001, c. E-5.5*;
- (5) “Legal Instrument” means a document that states some contractual relationship or grants some right.

Policy

- (1) The M.D. may use electronic signatures for records and documentation, at the discretion of the CAO and as permissible by law.
 - (a) ~~With the exception of documentation outlined in Section (2), a~~ Allowable forms of electronic signatures include, but are not limited to:
 - (i) A scan or image of a handwritten signature; and
 - (ii) A signature drawn by hand on a capture pad or touchscreen.
 - (b) Written consent must be provided prior to the use of someone else’s electronic signature on their behalf.
- (2) Bylaws, agreements and other legal instruments ~~may~~ **must** be **signed using secure electronic signatures provided all parties consent to the use of electronic**

~~signatures signed by hand unless the use of electronic signature is authorized by the CAO.~~

- (a) ~~When using electronic signatures for legal instruments, secure electronic signatures must be used and all parties must consent to the use of electronic signatures.~~

When all parties do not consent to the use of electronic signatures, the document must be signed by hand.

- (3) Use of electronic signatures by the M.D. shall be in accordance with federal, provincial, and municipal legislation.
- (4) Where a conflict arises between this policy and any federal or provincial legislation, the federal and/or provincial legislation shall prevail.

Policy Review

Within ~~four~~ **five** (4 5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation:	
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(plans, bylaws, policies, procedures, etc.)