

# Municipal District of Bonnyville No. 87

## Request for Decision (RFD)

**Meeting:** Regular Meeting of Council

**Meeting Date:** June 10, 2025

**Originated By:** Stephanie Severin, Manager of Legislative and Information Services

**Title:** Policy No. C-2A.034 Electronic Signatures Policy – Amendment

### **PROPOSAL & BACKGROUND**

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

### **DISCUSSION ON BENEFITS, DISADVANTAGES & OPTIONS**

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.

The Committee of the Whole reviewed the proposed amendments on May 20, 2025 and are recommending adopting the amended policy, as presented.

Attached for Council's review:

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

### **REFERENCE TO STRATEGIC PLAN**

N/A

### **REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION**

N/A

## **COSTS & SOURCE OF FUNDING**

N/A

## **COMMUNICATIONS STRATEGY**

The updated policy will be posted on the M.D. website.

## **ADMINISTRATION RECOMMENDED ACTION**

THAT Council adopts amending Policy No. C-2A.034 Electronic Signatures Policy, as recommended by the Committee of the Whole.

## **COUNCIL OPTIONS**

1. THAT Council adopts amending Policy No. C-2A.034 Electronic Signatures Policy, as recommended by the Committee of the Whole.
2. THAT Council adopts amending Policy No. C-2A.034 Electronic Signatures Policy, with further amendments as follows: \_\_\_\_\_.
3. THAT Council refers amending Policy No. C-2A.034 Electronic Signatures Policy back to Administration for additional information regarding \_\_\_\_\_, and to bring it back to a future meeting of Council.

## Report Approval Details

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|----------------------|---|
| Document Title:      | Policy No. C-2A.034 Electronic Signatures Policy - Amendment June 10, 2025.docx |
| Attachments:         | - Appendix A - Policy No. C-2A.034 Electronic Signatures Policy.docx            |
| Final Approval Date: | May 29, 2025  |

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

Stephanie Severin