

**Policy No. 12-2021**  
**SUMMER VILLAGE OF SUNSET POINT POLICY**

**TITLED: Electronic Signatures relating to Accounts Payable**

**Date of Approval by Council:**

**December 7<sup>th</sup> 2021**

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**POLICY PURPOSE:**

In 2001, The Electronic Transactions Act was passed, authorizing the accepted use of electronic signatures within Public Bodies.

The purpose of this policy is to establish the acceptance and usage of electronic signatures for municipally generated documents within the Summer Village of Sunset Point. The intent of this policy is to provide clarity on when electronic signatures can be applied in relation to Accounts Payable.

**POLICY STATEMENT AND GUIDELINES:** Administration may choose to use electronic signatures to replace handwritten signatures as valid and legally binding authentication on village cheque runs as a mechanism to save time and reduce costs.

An electronic signature is an electronic document that logically represents and validates an individual and signifies such individual's approval of the information contained in an electronic record. The electronic signature may take the form of a lithographed, digitized signature, and/or digital signatures captured by an electronic signature capturing device such as a signature pad, or a digitized copy of a handwritten signature.

1. Electronic signatures may be used for payments of less than \$7,500 not including GST provided each payment is reviewed by a minimum of one of the bank signing authorities.
2. Notwithstanding clause 1 the CAO is authorized to apply electronic signatures to cheques greater than \$7,500.00 when the payments are being made to any other government, designated officers, commissions, or community groups so long as the costs have been approved within the respective Budget year.
3. Any grant expenditure in excess of \$7500.00+GST shall be signed manually regardless if it is being paid to any group outlined within clause 2.

Where Electronic Signatures are applied to any payment copies of the invoice and respective payment entry are to be made available to Council upon request.