

Policy No. 08-2018
SUMMER VILLAGE OF SUNSET POINT POLICY

TITLED: Electronic Signatures and Electronic Seals

Date of Approval by Council: December 8th 2018

Revised November 9th ,2021

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 the municipality with flexibility in the signing/sealing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

POLICY STATEMENT AND GUIDELINES: Summer Village departments may choose to use electronic signatures to replace handwritten signatures as valid and legally binding authentication and/or approval on various municipally generated documents.

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, a device used to capture and digitize a handwritten signature.

Electronic signatures shall not be used for the following documents:

- Bylaws
- Registered Documents
- Council Minutes
- Any other documents requiring a Corporate Seal excluding tax certificates or tax reports

An Electronic Copy of the Summer Village's Corporate Seal may be placed on only tax certificates and or tax reports as needed.

Individuals are required to review the documents for accuracy and completeness prior to attaching their electronic signature and ensure the documents generated with electronic signatures are maintained in accordance with the retention periods and processes laid out in the Information & Records Management Policy.

Electronic Signatures on Cheques

Electronic signatures of both the Mayor and CAO can be used to pay any invoice with a dollar value of less than \$7,501.00

Payment of all other invoices exceeding \$7,500.00 must have the respective cheques manually signed.

Notwithstanding any statements in this policy electronic signatures may be used on cheques over \$7,501.00 for budgeted payments to other municipalities, designated officers, commissions, or community groups.

Administration

Standards and procedures for usage may vary depending on the system implemented and it will be the responsibility of each department to establish and maintain specific procedures for the system it uses to ensure privacy, security, and reliability are met.