



ADMIN-2021-001 Electronic Signature Policy

Implemented: February 24, 2021

Revision Date: February 24, 2023

References and Related Documents:

- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56
- Township of Georgian Bluffs Records Retention By-law

Policy Statement

The Township of Georgian Bluffs is committed to streamlining services in order to continue to provide excellent customer service in a cost-effective manner. This policy will identify types of documents for which electronic signatures will be acceptable and the manner in which an electronic signature must be provided.

Purpose and Scope

This policy will:

- provide guidance on when electronic submissions are considered official and acceptable by the Corporation, and
- expedite workflow processes, improve customer service, contain and reduce costs.

This policy will apply to all departments in the Township of Georgian Bluffs. All electronic submissions are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Definitions

Certificate means a certificate or digital signature certificate. This is a unique, digitally signed document which authoritatively identifies the identity of an individual or organization.

Department Head means the appointed head of each department or their designate.

Electronic Submission means a document submitted electronically, including but not limited to email, web form or fax.

Electronic Signature means symbols or other data in digital form included with an electronic submission as verification of the sender's intent to sign. Electronic signatures include, but are not limited to, a typed name at the end of an email, a typed name on an electronic form or document, an image of a handwritten signature on an electronic submission, a personal identification number (PIN), clicking "Agree" or "Disagree", a handwritten but digitally captured signature made on a touch device, such as a tablet or smartphone and a digital signature captured through a digital signature certificate.

Policy Requirements

1. The Township of Georgian Bluffs may permit and accept the use of digital signatures at its discretion.
2. Department Head may, at their discretion, accept the electronic submission of documents bearing electronic signatures.
3. The way electronic submissions bearing electronic signatures are received must be reliable for the purpose of identifying the person and will be accepted or declined at the discretion of the responsible Department Head.
4. No person, through the transmission of an electronic submission being an electronic signature, will represent themselves in a way that is false or misleading. Where a Department Head believed that a misrepresentation has occurred, the submission will not be processed.
5. No routine acknowledgement of receipt from the Town is required in conjunction with an electronic submission. It is the sole responsibility of the person transmitting an electronic submission to ensure that the submission has been received.
6. The Township requires a digital signature certificate that is valid at the time when the electronic document is digitally signed for any documents at the Township's sole discretion. The Township will require a digital signature certificate for all agreements that are signed electronically. When required for use, the certificate must be readable by any person or entity who is entitled to have access to the digital signature certificate.
7. The final version of a document requiring a seal of the Township will be deemed to have been sealed if the document is signed in accordance with this policy.
8. All documents signed under the policy will be managed in accordance with the Township's Records Retention Policy.

Monitoring and Review

The Clerk shall undertake a review of the Electronic Signature Policy every 2 years, or if deemed required, earlier than 2 years, and is hereby authorized to make administrative amendments to the policy.