

	Use of Electronic Signatures	
	Policy Type:	Governance Process
	Number:	GP-B-2.3
	To be Reviewed:	Once per term
	Approval Date:	April 26, 2021
	Motion Number:	21.C.167
	Revised Date(s):	

Policy Statement:

To identify documents for which electronic signatures of Council Members and the Chief Administrative Officer will be used and the manner in which they will be provided. To ensure Council Members' time is efficiently managed, expedite workflow processes, reduce recordkeeping requirements, and reduce the use of paper when feasible.

1. Collection of Electronic Signatures
 - 1.1. Upon commencement of their term, Council Members will provide their electronic signature to Legislative Affairs.
 - 1.2. Electronic signatures will be managed as provided for in the *Freedom of Information and Protection of Privacy Act*.
2. As permitted by the *Municipal Government Act*, section 213, the type of documents electronic signatures will be used for:
 - 2.1. Council and/or Committee documents that have been approved or adopted:
 - 2.1.1. Minutes;
 - 2.1.2. Bylaws;
 - 2.1.3. Draft letters; and
 - 2.1.4. Proclamations.
 - 2.2. The following documents after content approval has been received from the applicable Council Member:
 - 2.2.1. Letters of correspondence;
 - 2.2.2. Letters of support that will result in no financial impact to Town funds;
 - 2.2.3. Council's Quarterly Expense Reports; and
 - 2.2.4. As otherwise directed by a Council Member.