



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Electronic Signature Policy

Date: May. 5, 2025

Report Number: CLK-2025-17

Department: Legislative Services

File Number: C11 CLK25

Prepared By: Kelly Lush, Deputy Clerk

Attachments: Draft Electronic Signatures Policy

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2025-17, prepared by Kelly Lush, Deputy Clerk;

AND FURTHER authorizes the appropriate By-law come forward.

Background:

Due to the increase in remote communications and work-from-home across all sectors, electronic signatures were adopted by both provincial and federal legislation to be legally binding in Canada, with limited exceptions.

The Electronic Commerce Act, 2000 permits the use of electronic signatures but does not require acceptance of them. The Act promotes the use of information technology in commercial and other transactions by resolving legal uncertainties and removing statutory barriers that affect electronic communication

Discussion/Analysis/Overview:

With the dramatic increase during and post the COVID-19 Pandemic, the need for usage of electronic signatures to expedite finalization of documents across all areas of the municipality was evident. Electronic signatures enhanced the provision of customer service and led to more efficient business operations.

This policy would broaden the scope of where the municipality would formally permit the use of electronic signatures and to provide flexibility to include additional uses and provides more details on electronic signature methods. The policy is intended to formalize existing practices and provide consistency across the organization.

The Policy allows for transactions using wet signatures and recognizes that there are still various pieces of legislation that require the use of wet signatures on specific documents. The use of electronic signatures will not be mandatory.

Electronic Signatures can 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 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 or a digital signature.

The draft Electronic Signature Policy provides for a framework for the use and acceptance of electronic signatures.

Financial Impacts:

There are no financial implications with this report. If there is a greater uptake of the use of electronic signatures there may be a need to budget for digital signature software. This increase would be incorporated into the Legislative Service’s Operating Budget.

Performance Measurement:

N/A

Strategic Area:

- | | |
|-------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Strive for continuous improvement and increased efficiency

Respectfully Submitted By:

Kelly Lush, Deputy Clerk

Report Approved By:

Jodi MacArthur, Chief Administrative Officer