



The Corporation of the Township of Huron-Kinloss

Policy

Section: 5.0 General

Policy: Electronic Signature Policy

By-Law: [Click here to enter text.](#)

Date: 5 May 2025

Revision:

Coverage:

This policy shall apply to all municipal staff, members of Council and contractors in the Township of Huron-Kinloss who use electronic signatures.

It also applies to members of the public, consultants, vendors and other persons when they engage in electronic transactions with the municipality.

This policy does not mandate the use of electronic signatures, nor does it limit the Township's right or option to conduct a transaction on paper or in a non-electronic format (wet signature), nor affect the Township's right or obligation to permit or require documents to be provided or made available on paper when permitted.

This policy shall not apply when a wet signature is required by law.

All electronic submissions received are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

This policy applies only to transactions between the municipality and the other person(s), each of which has agreed to conduct the transactions by electronic means, as well as internal electronic processes where Electronic Signatures are used.

Policy Statement:

The Township of Huron-Kinloss is committed to streamlining services by reducing record keeping time, expediting service and to continue to provide excellent customer service.

The Electronic Signatures Policy provides for the framework for the use and acceptance of Electronic Signatures with the same force and effect as wet signatures, wherever appropriate, unless specifically provided otherwise by legislation or the by municipal policies and procedures.

This policy will outline the parameters and requirements related to the usage of electronic signature within the Township of Huron-Kinloss

Legislative Authority:

Schedule A
Electronic Signature Policy

Municipal Act, 2001, S.O. 2001, c.25

Electronic Commerce Act, 2000, S.O. 2000, c. 17

Records Management Policy By-law No. 2019-119

Records Retention Policy By-law No. 2019-120

Delegation of Power and Duties By-law No. 2024-74

Contents:

Definitions

"Electronic Record" means a record created, generated, sent, communicated received, or stored by electronic means.

"Electronic Signature" means electronic information that person creates or adopts in order to sign a document in this, attached to or associated with the electronic document and has the same meaning as the Electronic Commerce Act, 2000 S.O.2000, c. 17 as amended.

"Electronic Signature Method" includes 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 signature captured on a touch device such as a tablet or phone (dynamic signature), and a digital signature that is attached to or associated with an electronic document.

"Electronic Submission" refers to a document submitted through electronic means including but not limited to email, web form, facsimile, external device (ex USB flash drive)

"Municipality" means the Township of Huron-Kinloss

"Record" means information created, received and maintained as evidence and information in the transaction of business or the pursuance of legal obligations.

"Wet Signature" means a signature made on the physical document using physical means, for example ink signature by hand.

Responsibility

1. The Manager of Legislative Services/Clerk shall primarily be responsible for coordinating the implementation of and maintenance of this policy and ensuring compliance.
2. All municipal employees, members of Council and contractors shall comply with this policy when participating in or coordinating municipal electronic signatures.

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3. Directors, after consultation with the Chief Administrative Officer (CAO) and Manager of Legislative Services/Clerk, if necessary, will make a decision in their department on using and accepting an Electronic Signature in a specific transaction.
4. A member of Council, or an officer or employee of the Municipality that is authorized (by legislation, by-law or policy) to sign or execute document on behalf of the municipality, may execute such document by Electronic Signature subject to conditions set forth in this policy. This includes municipal minutes and by-laws.

Method

1. This policy does not mandate any specific Electronic Signature software. As long as the application adopted meets the requirements outlined in this policy.
2. Any Electronic Signature software must undergo a review by the CAO and the Manager of Legislative Services/Clerk before it is adopted by the municipality.
3. An electronic signature is permitted in Ontario as per the Electronic Commerce Act, 2000 with the following stipulations;
 - The municipality must be able to reliably identify the person signing;
 - The municipality must be able to reliably associate the signature to the document it is for, and;
 - That e-signatures meet internal information technology standards.
4. No person/business that deals with the Township of Huron-Kinloss shall be compelled or required to transact using electronic signatures. Where a wet signature is requested, the Township shall consent.
5. Any existing Federal, Provincial and Municipal laws that prohibit electronic signatures shall supersede this policy.
6. When using an electronic signature, all existing practices that would be required for a wet signature must be observed. Employees are required to follow existing rules for delegated authority, financial approvals and records management. Employees who use electronic signatures have the responsibility to ensure the identity of all parties involved in signing a document.
7. The manner in which electronic submissions with electronic signatures are received must be reliable for the purpose of identifying the person and shall be accepted or declined at the sole discretion of the of the responsible staff member.
8. No person shall represent themselves in a manner that is false or misleading when transmitting or receiving a document with an electronic signature. If misrepresentation has occurred, the submission shall not be processed.

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9. Submissions with electronic signatures shall be managed in accordance with the Township's Records Management Policy.
10. Submissions with electronic signatures accepted shall be in accordance with Schedule A of this policy.

Record Keeping

1. Electronic records with Electronic Signatures incorporated in, attached to or associated with them shall be retained and disposed of in accordance with the Township's Record Retention Policy.
2. Where records containing Electronic Signatures are deemed vital (e.g. Township By-law, Minutes) they must be duplicated in the physical format (paper) to ensure business continuity and operations in case of an emergency.

Compliance

1. In cases of policy violation, the Township may investigate and determine appropriate corrective action.

Schedule A
Electronic Signature Policy

Electronic Submissions Accepted

Emails

Forms

Faxes

Scanned documents

Agreements

Timesheets

Service delivery documents

Invoices/receipts

Permits

DRAFT