

# P O L I C Y

**POLICY NO.:** GG.3.17  
**SECTION:** GENERAL GOVERNMENT  
**TITLE/SUBJECT:** ELECTRONIC SIGNATURES  
**ADOPTED DATE:** April 11, 2018 (Resolution #04/11/18 – 08)  
**REVISION DATE:**

## **Purpose**

The Municipality of Kincardine is committed to streamlining services in order to continue to provide excellent customer service. This policy identifies types of documents for which electronic signatures will be acceptable and the manner in which an electronic signature must be provided.

This Policy provides guidance on when electronic submissions are considered official and acceptable by the Municipality and is intended to expedite workflow processes, reduce recordkeeping requirements and improve customer service.

## **Scope**

The policy applies to all municipal departments.

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

## **Definitions**

“Department Head” means the appointed Senior Manager of each department or their designate;

“Digital Signature” means a type of electronic signature in which reliability characteristics have been reinforced with cryptography to augment document reliability;

“Electronic Submission” refers to a document identified in Appendix “A” submitted through electronic means including but not limited to email, web form, facsimile, external device (i.e. compact disc, hard disk, USB flash drive);

“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 (sometimes referred to as a “dynamic signature”) and a digital signature;

“Municipality” means The Corporation of the Municipality of Kincardine.

## **Application**

No person shall be compelled or required to transact using electronic signatures. If a traditional (wet) signature is requested, the Municipality shall consent.

Department Heads may, at their sole discretion, accept the electronic submission of documents bearing electronic signatures.

The manner in which electronic submissions bearing 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 responsible Department Head.

No person, through the transmission of an electronic submission bearing an electronic signature shall represent themselves in a way that is false or misleading. Where a Department Head believes that a misrepresentation has occurred, the submission shall not be processed.

No routine acknowledgement of receipt from the Municipality 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.

The assignment of appropriate records retention and disposition of electronic submissions shall be managed in accordance with the Municipality's Records Management System, including but not limited to its policies, procedures, and by-laws in force and effect.

## **Delegated Authority**

The Clerk shall undertake periodic reviews of the Electronic Signatures Policy and is authorized to make administrative amendments to the policy and to make additions, deletions, amendments to Appendix "A" provided they are similar in nature to the listed documents and are in accordance with the principles of the policy.

## **Appendices**

Appendix A: Types of Documents Acceptable for Electronic Submission

## APPENDIX "A"

### Types of Documents Acceptable for Electronic Submission

SUBMISSION TYPE	RESPONSIBLE DEPARTMENT
Special Event Applications	Clerk's
Delegation Request Form for Council/Committees	Clerk's
FOI Requests/Routine Disclosure Requests	Clerk's
Extension of existing Liquor Licence Request/Letter of Non-Objection	Clerk's
Noise Exemption Application	Clerk's
Community Investment Grant Applications	Clerk's
AGCO Lottery Licensing Applications and Reports	Clerk's
Business Licence Applications (Refreshment Vehicles, Mobile Seasonal Water Sport Equipment Rental, Hawkers & Peddlers)	Clerk's
Employment Opportunity Submissions	Chief Administrative Officer
Cemetery Contracts	Public Works
Driveway Entrance Permit	Public Works
Roadway Occupation Permit	Public Works
Facility/Room Rental	Parks & Recreation
Participant Program Registration Forms	Parks & Recreation
Consent Release and Waiver Forms	Parks & Recreation
Sign Application Form	Building & Planning
Licence of Occupation Requests	Building & Planning
Pre-authorized Payment (PAP) Applications	Treasury
Customer Change Form	Treasury
Electronic Funds Transfer (EFT) Form	Treasury

SUBMISSION TYPE	RESPONSIBLE DEPARTMENT
MPAC Minutes of Settlement and other MPAC correspondence	Treasury
Charity Rebates Vacancy Rebates	Treasury
Tax Assessment Reduction Application (S357, S58)	Treasury
E-mail Authorization (for bill Delivery)	Treasury
Authorization to Release Information	Treasury
Request for Final Water Reading or Account Information change Form – Builder	Treasury
Tenant Authorization to Release Utility Information	Treasury
Simple Agreements (verify with department prior to submission). Includes indemnity agreements for special events such as road and lane closures. Also includes consents required under The Canadian Anti-Spam Legislation (CASL), Sub Agreements for Events, Road Closures, Banner Installation Agreements	All Departments
Tenders, RFPs, RFQs (as specified within the published documents)	All Departments
<b>Note:</b> Payment for electronic submissions, if applicable, is only available in person or by mail via cheque, cash, debit at the appropriate municipal administration office.	