



Municipality of South Huron Policy

Policy Name:	Electronic Signature Policy
Policy Number:	L14 Contracts and Agreements-001-2020
Section:	Legal Affairs
Effective Date:	Click here to enter a date.
By-law or Resolution:	Res: XX-2020
Supersedes:	N/A
Last Revision:	N/A
Schedule for Review:	Click here to enter a date.

Policy Statement

The Municipality of South Huron 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.

Purpose:

1. To provide guidance on when electronic submissions are considered official and acceptable by the Corporation.
2. 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 South Huron.

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
Building Permit Application	Building
Commitment to General Review	Building
SB10 supplement Form A and B	Building
SB12 Energy Efficiency Design Summary	Building
Schedule 1	Building
Schedule 2	Building
Special Event Applications/Letter of Non-Objection	Clerk
Delegation Request Form for Council/Committees	Clerk
Request for Access to Municipal Records	Clerk
AGCO Lottery Licensing Applications and Reports	Clerk
Business Licensing Applications: (Taxi, Transient Trader, Refreshment Vehicles, Farmer's Market)	Clerk
Municipal Drain Maintenance Requests	Clerk
Cemetery Contracts	Clerk
By-Law Complaints/Request for Service/Report a Problem	Clerk
Dog/Kennel Licencing	Clerk
Marriage Commissioner Booking	Clerk

Application for Water and Sewer Service	Environmental Services
Landfill Credit Application Form	Finance
Change of Mailing Address	Finance
MPAC Minutes of Settlements	Finance
Tax Assessment Reduction Application (S357, S358)	Finance
Authorization to Release Information	Finance
Pre-authorized payments – property taxes and utility payments	Finance
Vendor Request for Payment by Direct Deposit	Finance
911 Blade Request Form	Public Works
Drive Entrance Permit	Public Works
Program Registration Forms	Recreation Operations
Facility Bookings	Recreation Operations
Simple Agreements (verify with department prior to submission). Includes indemnity agreements for special events such as road and lane closures.	All Departments
Note: Payment for electronic submissions, if applicable, is available in person or by mail via cheque, cash, debit at the municipal office and certain e-Commerce functionality available.	