

REPORT

Legislative Services

To: Mayor Cote and Members of Council **Date:** March 7, 2022

From: Jacque Killawee
City Clerk **File:** 05.1035.10

Item #: 2022-160

Subject: **Amendment to the Corporate Records Management Program Bylaw
2022: Electronic Signature Policy**

RECOMMENDATION

That Council give first, second and third readings to Corporate Records Management Program Amendment Bylaw No 8322, 2022 (Attachment 1), a bylaw to amend the Corporate Records Management Bylaw 7987, 2018.

PURPOSE

To request Council give three readings to the Corporate Records Management Program Amendment Bylaw No 8322, 2022 which will allow the City to use electronic means to legally bind documents and facilitate the City's continued migration to an electronic work environment.

BACKGROUND

On February 28, 2022 Council passed the following motion:

THAT Council approve the Electronic Signature Policy set out in Attachment 1 of the February 28, 2022, report entitled "Electronic Signature Policy", and direct staff to bring forward the necessary bylaw changes.

This report and bylaw fulfill those directives.

DISCUSSION

Under the *Community Charter* and the City's delegation bylaws, responsibility for records and documentation rests with the City Clerk. The City Clerk's responsibility is

formalized in the City's Records Management Bylaw 7987, 2018, which establishes a corporate records management program, sets out the relationship with the archives, and provides the legal framework for document scanning. The Electronic Signature Policy should be appended to this overarching governance document. Council approves the policy and staff are bringing the needed bylaw amendments forward.

The bylaw amendments to the City's Records Management Bylaw 7987, 2018 add a new section 8 to the bylaw, permitting staff to sign documents electronically and add the Electronic Signature Policy as an amendment to the bylaw (Attachment 1). For clarity a redlined copy of the consolidated Records Management Bylaw 7987, 2018 is provided as Attachment 2 to this report.

OPTIONS

- 1) That Council give three readings to Corporate Records Management Program Amendment Bylaw No. 8322, 2022;
- 2) That Council provide other direction.

Staff recommend option 1.

CONCLUSION

The proposed changes to the Corporate Records Management Program Bylaw by adding the Electronic Signature Policy will formalize the use of Electronic Signatures in the City and provide guidance for the use and acceptance of Electronic Signatures.

ATTACHMENTS

Attachment 1: Corporate Records Management Program Amendment Bylaw No. 8322, 2022

Attachment 2: Redline copy of proposed Consolidated Corporate Records Management Program Bylaw No. 7987, 2018

APPROVALS

This report was prepared by:
Robert Deeth, Record Analyst

This report was approved by:
Jacque Killawee, City Clerk
Lisa Spitale, Chief Administrative Officer