

Attachment 2

*Redline copy of proposed Consolidated
Corporate Records Management Program
Bylaw No. 7987, 2018*

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 7987, 2018

A bylaw respecting the Corporate Records Management Program.

WHEREAS the *Freedom of Information and Protection of Privacy Act* requires the **City** to make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use and disclosure or disposal;

AND WHEREAS it is the desire of the **City** to establish the necessary authority to destroy certain redundant **Records** with or without **Microfilming** or **Scanning**;

AND WHEREAS the City would like to establish the framework for the public access to **City Archival Records** via the New Westminster Museum and Archives.

NOW THEREFORE THE CITY COUNCIL of the Corporation of the City of New Westminster in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as Corporate Records Management Program Bylaw No. 7987, 2018.

2 BYLAW AUTHORITY

2.1 The Community Charter

2.1.1 In accordance with the provisions of the *Community Charter s 148*, the **City Clerk** is responsible for ensuring:

- (a) that accurate minutes of the meetings of **Council** and Council committees are prepared and that the minutes, bylaws and all other records of the business of **Council** and Council committees are maintained and kept safe; and
- (b) that access is provided to all **records** of **Council** and Council committees, as required by law or authorized by **Council**.

2.2 The Freedom of Information and Protection of Privacy Act

2.2.1 In accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*, the **City** must:

- (a) make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely; and
- (b) protect personal information, as defined in the *Freedom of Information and Protection of Privacy Act*, by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

3 BYLAW SCOPE

3.1 This bylaw applies to all **Records** in the **Custody** or **Control** of the City of New Westminster except for

- (a) The Community Fonds that are in the collection of the New Westminster Museums and Archives as part of its collection mandate.

3.2 This bylaw does not apply to **records**:

- (a) of the New Westminster Police Department;
- (b) created or received by a member of **Council**, other than those **records** created or received in their capacity as a member of **Council**;
- (c) of the New Westminster Public Library Board;
- (d) of incorporated societies, including community associations, which have an operating agreement with the **City** or
- (e) created or received by employees of the **City** in connection with membership in a collective bargaining unit, and not as part of their job duties.

where such **Records** are not in the **Custody** and **Control** of the **City**.

4 ESTABLISHMENT OF THE PROGRAM

4.1 Establishment of Records Management Program

A corporate records management program, as specified in this bylaw, is established under the direction of the **City Clerk** as provided for in the Community Charter and the Officers Establishment and Indemnity Bylaw 7175, 2007 for the purpose of managing **City Records** in accordance with **International Standards** throughout their lifecycle, from creation or receipt, through to final disposition.

4.2 Establishment of Electronic Image and Micrographics Management Program

A Electronic Image and Micrographics Management Program as specified in this section, is established in accordance with the requirements of the *Microfilm and Electronic Images as Documentary Evidence* and *Electronic Records as Documentary Evidence* standard established by the Canadian General Standards Board.

4.2.1 The **City Clerk** is designated as being responsible for ensuring that the Electronic Image and Micrographics Management Program conforms to the standard established in subsection 4.2, to ensure the **Reliability** and **Authenticity** of all **Records** which have been **Scanned** or are on **Microfilm** or otherwise captured as electronic images.

4.2.2 All electronic images and **Microfilm** created in accordance with the Electronic Image and Micrographics Management Program established under subsection 4.2 are declared to form a part of the usual and ordinary course of business of the **City**.

4.2.3 The **Chief Information Officer** is designated as being responsible to ensure that the computer systems of the **City** meet the requirements of the Canadian General Standards Board standard specified in subsection 4.2.

5 PROGRAM COMPONENTS

5.1 Custody and Control of Records

5.1.1 All **Records** in the **Custody** and **Control** of employees of the **City**, which are created or received in the context of their functional responsibilities, are the property of the **City**.

5.1.2 Any contract between an outside agency or contractor and the **City**, for the provision of goods or services, must specify the conditions for the **Custody** and **Control** of the **Records** resulting from such contract.

5.2 Creation or Receipt of Records

5.2.1 All **Records** either:

- (a) created by employees of the **City**; or
- (b) received by employees of the **City** in the context of their functional responsibilities, by standard mail, courier, hand-delivery, electronic mail, facsimile, **Scanning**, or by any other means,

are **City Records**; and subject to the maintenance and **Disposition** provisions of this bylaw.

5.2.2 **City Records** will be **Accessioned** to the **City Archives** in accordance with the **City's** Record Retention Standard. This transfer of **Records** does not transfer legal responsibility for the **Records** from the **City Clerk**, it is done only to facilitate public access to the **Records**. The use and storage of all **City Archival Records** will be as directed by the **City Clerk**.

5.2.3 **City Records** **Accessioned** by the **City Archives** may be **De-Accessioned** where, in the opinion of the **City Clerk**, in consultation with the **Manager of Museums and Heritage Services**, such **Records**:

- (a) Have had their approved retention period determined by the **City** changed;
or
- (b) Have physically deteriorated beyond the point of reasonable conservation efforts.

5.3 Maintenance of Records

5.3.1 All **City Records**:

- (a) are to be classified in accordance with the **Record Retention Standard**; and
- (b) must be handled and stored in a manner which ensures their **Reliability** and **Authenticity**.

5.4 Scanning and Microfilming of Records

5.4.1 Where a **Source Record** is converted to electronic or **Microfilm** form:

- (a) the conversion process must meet the *Microfilm and Electronic Images as Documentary Evidence* standard, established by the Canadian General Standards Board; and
- (b) Once an electronic or microfilm copy of the **Source Record** is created in accordance with departmental procedure, this bylaw authorises the destruction of the **Source Record**.

5.4.2 The **Chief Information Officer** is responsible for ensuring that the standards for converting **Source Records** into electronic images established in 5.4.1 (a) are met.

5.5 Access to Records

5.5.1 General Access and Security Requirements

All City **Records** must:

- (a) be accessible in accordance with the *Freedom of Information and Protection of Privacy Act*; and
- (b) be handled and stored in a manner that ensures the security and integrity of such **Records**.

5.5.2 Active and Semi-Active City Records

- (a) All active City **Records** and **Semi-Active City Records** must be maintained either:
 - (i) on computer systems and applicable software approved by the **Chief Information Officer** and **City Clerk**; or
 - (ii) if existing in hard copy form, in filing systems approved by the **City Clerk**.
- (b) Where it is not possible to accommodate **Semi-Active City Records** in accordance with subsection 5.5.2 (a), such **Records** may be stored either:

- (i) in a commercial records storage facility; or
- (ii) in a **City**-owned or leased space,

approved by the **City Clerk**.

- (c) Access to **Semi-Active City Records** stored in accordance with subsection 5.5.2 (a) is managed by the **City Clerk**.

5.5.3 City Archival Records

- (a) **City Archival Records** under the **Custody and Control** of the **City** are to be made accessible by the **Chief Administrative Officer** at the **City Archives**. To ensure the provision of access, and protection against loss or damage, such **City Archival Records** must not be loaned for access beyond the **Control** of the **City Clerk**.
- (b) Notwithstanding the provisions of subsection 5.5.3 (a), the **City Clerk** may impose restrictions on access and use of **Archival Records** to protect the privacy of individuals named in such **City Archival Records**.
- (c) Where, in the opinion of the **City Clerk** in consultation with the **Manager of Museums and Heritage Services**, preservation concerns exist for particular **City Archival Records**, access to such **Records** may be limited or provided by means of copies.

5.6 Disposition of Records

- 5.6.1** All **City Records**, including those in electronic form, are to be appraised for retention under the direction of the **City Clerk** and retained in accordance with the **Record Retention Standard**.
- 5.6.2** **City records** regardless of where they are housed must only be destroyed with the written approval of the **City Clerk**, and in accordance with the **Record Retention Standard**.
 - (a) **City Records** identified for destruction under the **Record Retention Standard** are to be destroyed under the direction of the **City Clerk**, to ensure protection of confidentiality and completeness of destruction.
 - (b) In the case of **City Records** in electronic form, the **Chief Information Officer** must ensure that destruction includes all copies, versions, and backups of such records.
- 5.6.3** **City Records** identified for retention as **City Archival Records** in the **Record Retention Standard** are to be transferred to the **City Archives**.

5.7 Preservation of Records

5.7.1 Migration and Conversion

- (a) **City Records** in electronic forms, which are identified by the **City Clerk** through the **Record Retention Standard** for long-term preservation must, under the direction of the **Chief Information Officer** be **Migrated** or **Converted** from their original electronic system to each successive generation of system, or, where appropriate, output to a stable non-electronic form such as **Microfilm**.
- (b) Each **Migration** or **Conversion** of a **City Record** which is in electronic form must capture all **Metadata** necessary to replicate the form and content of the original **Record**.

5.7.2 Vital Records

- (a) **City Records** identified by the **City Clerk** as **Vital Records** through the **Record Retention Standard** must be identified for priority recovery and access in the event of an **Emergency** or **Disaster** and:
 - (b) if in paper form:
 - (i) be created using appropriate stable output materials;
 - (ii) be copied to preservation **Microfilm** or electronic copy, with at least one duplicate maintained at a secure off-site facility approved by the **City Clerk**; and
 - (iii) be maintained in their original form at a facility approved by the **City Clerk**; and
 - (c) if in electronic form, be copied to a backup medium approved by the **Chief Information Officer** for storage at a remote location approved by the **Chief Information Officer**, in accordance with **City** policy.

5.8 Notwithstanding anything contained or required by this bylaw, all records destroyed prior to March 1, 2018 are deemed to have been properly scanned or microfilmed or destroyed.

- 6 In this bylaw, unless the context requires otherwise, the terms should be interpreted or defined according to Schedule 1.
- 7 If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

8 Electronic Signature Policy

- (a) A Council member, employee of the City of New Westminster, or Volunteer who chairs a committee, that is authorized (by legislation, bylaw, or policy) to sign or otherwise execute a document on behalf of the City may execute such document by Electronic Signature, subject to the conditions and restrictions set out in the Electronic

Signature Policy. See Schedule 2, attached to and forming part of this bylaw.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CITY CLERK

Schedule 1

ACCESSION/ACCESSIONED	means the establishment of administrative control over records accepted into the Custody of the City Archives .
ACTIVE CITY RECORDS	means current City Records which are frequently referred to, and which must be readily accessible to employees of the City , as specified in the Record Retention Standard .
AUTHENTIC/AUTHENTICITY	in relation to a Record means that such Record : is what it purports to be; is unalterable, or is made unalterable; and has not been manipulated, substituted, falsified, or tampered with, either intentionally or unintentionally, in any way.
CITY	means The Corporation of the City of New Westminster
CITY ARCHIVES	This means the New Westminster Museums and Archives
CITY ARCHIVAL RECORDS	means City Records of long term value to the City as identified in the Record Retention Standard .
CITY CLERK	means the Municipal Officer assigned responsibility for corporate administration under Section 148 of the <i>Community Charter</i> .
CONTROL	in relation to a Record means the authority to manage the access to, and the maintenance, preservation, disposition and security of, such Record .
CONVERT/CONVERSION	means the process of changing Records from one medium to another or from one format to another in accordance with International Standards .
CORPORATE RECORDS MANAGEMENT	means the systematic control over Records throughout their life cycle, including but not limited to forms management, manuals management, records inventorying, filing systems development and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance, and records scheduling and Disposition .
COUNCIL	means the Council of the City .
CUSTODY	in relation to a Record means having physical possession of such Record , which includes responsibility for physical aspects of accessing, maintaining, preserving, disposing of, and securing such Record .
DE-ACCESSION / DE-ACCESSIONED	means: the transfer of a Record to another agency; or the destruction of a Record previously Accessioned by the City Archives .
CHIEF INFORMATION OFFICER	means the person appointed to the position of Head of Information Technology Services at the City .

DISASTER	means a present or imminent calamity which extends beyond the boundaries of the City which: (a) is caused by accident, fire, explosion or technical failure, or by the forces of nature; and (b) has resulted in serious harm to health, safety or welfare of people, or in widespread damage to property.
DISPOSITION	means: the destruction of a City Record ; or the transfer of a City Record of enduring value to the City Archives .
EMERGENCY	means a present or imminent event located within the boundaries of the City which: (a) is caused by accident, fire, explosion or technical failure, or by the forces of nature; and (b) requires prompt co-ordination of action or special regulation of persons or property, to protect the health, safety or welfare of people, or to limit damage to property.
INTERNATIONAL STANDARDS	means the International Organization for Standardization standard “ISO 15489-1 and ISO 15489-2 Information and documentation – Records management”.
MANAGER OF MUSEUMS AND HERITAGE SERVICES	Means the manager responsible for museums, archives and heritage services functions in the City of New Westminster.
METADATA	means information or data that is about, or interprets, other information or data.
MICROFILM	means all microforms, including but not limited to microfiche, aperture cards, and computer output microfilm (COM).
MIGRATE/MIGRATION	means the act of moving Records from one system to another, while maintaining the Records’ Authenticity , integrity, Reliability and usability, in accordance with International Standards .
RECORD/RECORDS	means information recorded in any form or medium, created or received in the transaction or conduct of business, and kept as evidence of such activity.
RECORD RETENTION STANDARD	means the current classification and retention system implemented by the City Clerk, used throughout the City for the identification, grouping, retrieval, management and Disposition of City Records in both paper and electronic forms. Department Directors (whose departments are covered by the Records Retention Standard), the City Manager of the City Archives and the City Clerk approve the Records Retention Standard .
RELIABLE/RELIABILITY	means, with respect to a City Record , that such Record has been created or received in the usual and ordinary course of business by an employee who has

	the authority to create such Record .
SCANNED/SCANNING	means the process of converting hard-copy documents to an electronic format.
SEMI-ACTIVE CITY RECORD	means City Records which are not accessed Records regularly or often, but which must be retained for administrative, legal or financial reasons, as specified in the Record Retention Standard .
SOURCE RECORD	means a Record or any facsimile of such record used in a Microfilming or Scanning process.
VITAL RECORD	means those City Records that are essential for the ongoing business of the City , without which, in the opinion of the City Clerk , the City could not continue to function effectively, and which must be recoverable and accessible after an Emergency or Disaster .

Schedule 2

Policy Title:	ELECTRONIC SIGNATURES
Issue Date:	February 28, 2022
Revised Date:	
Prepared by:	Legislative Services
Document #:	1734185

Overview

A signature represents an individual's personal approval in a document or transaction and provides evidence of that person's identity, intent to approve, or to be legally bound by the contents of the document. The purpose of a signature is the same whether it is paper-based or electronic.

Within the City of New Westminster, the requirement for a signature can be a customary practice, can be imposed by policy, or can be required under law. As more work is being done electronically, the ability to sign and receive signed documents electronically while meeting all requirements will streamline and expedite workflow processes and improve customer service in the City of New Westminster.

1. Purpose

- 1.1 The purpose of this Policy is to provide guidance on when Electronic Signatures are considered official and acceptable by the City of New Westminster.
- 1.2 This Policy does not address confidentiality requirements.

2. Scope

- 2.1 This policy identifies types of documents for which Electronic Signatures will be acceptable and the manner in which the Electronic Signature must be provided.
- 2.2 This Policy applies to all departments, Council Members, employees of the City of New Westminster, and Volunteers who chair committees. This policy does not apply to the New Westminster Public Library or the New Westminster Police Department.
- 2.3 All Electronic Submissions received are subject to the *Freedom of Information and Protection of Privacy Act* and *Electronic Transactions Act*, where applicable.

3. Definitions

3.1 **City** means the City of New Westminster.

3.2 **CAO** means the Chief Administrative Officer.

3.3 **Third Party** means any company or individual that the City interacts with, such as residents, vendors, suppliers, distributors, agents, contractors and customers.

3.4 **Wet Signature** means a physically generated signature or distinct mark on a hard copy of a document using a pen or seal.

3.5 **Electronic Signature** means information in electronic form that a person has created or adopted in order to sign a record and that is in, attached to or associated with the record.

Electronic Signatures include but are not limited to:

- (a) a scanned image of a handwritten signature applied or pasted to an electronic document;
- (b) user authentication by clicking an electronic confirmation or acknowledgement on a website to capture user's intent (for example, clicking "agree" or "disagree");
- (c) user authentication through personalized login and access code to an internal application to approve something, including but not limited to an email from user's email account;
- (d) a sound such as a recorded voice command (for example, a verbal confirmation in response to a question);
- (e) a handwritten but digitally captured signature created using a stylus or finger on a touchscreen; and
- (f) a Digital Signature.

3.6 **Digital Signature** means an Electronic Signature that is based on asymmetric cryptography. This form of Electronic Signature provides validity and integrity, as the technology allows for tracking and verification of the document through time. It is the most secure method and should be used where liability is a concern.

3.7 **Electronic Submission** means a document submitted electronically, including, but not limited to email, web form, facsimile or external device (for example, hard drive, usb flash drive).

4. Electronic Signature Usage

4.1 This Policy does not compel or require the City to use Electronic Signatures wherever permitted.

4.2 The City cannot require that any Third Party signing a document use Electronic Signatures if a Third Party is reluctant or unable to sign a document electronically.

- 4.3 Before an Electronic Signature is used, it must be determined whether an Electronic Signature can be used and, if so, the manner in which the Electronic Signature must be provided.
- 4.4 Electronic Signatures are not legally binding in all circumstances. Wills, trusts created by wills, powers of attorney, documents that create or transfer interests in land, and other records prescribed in the regulations cannot be signed electronically. These documents must be signed with Wet Signatures.
- 4.5 All documents and supporting documents that are registered at the Land Title office require a Wet Signature. This includes but is not limited to the Form A, Form C, Form C Release, Form D, Strata Property Act Filing (e.g. Form E), Terms of Instrument, Declaration, Form 17 Fee Simple, Form 17 Charge, Notation or Filing, Form 17 Cancellation of Charge, Notation or Filing, and Application to Deposit Plan (DSPL) form documents.
- 4.6 When a document requires the signature of a witness, the witness must be physically present and must Wet sign the document.
- 4.7 Certification as a true copy of an original document cannot be done electronically. A Wet Signature should be applied on an exact copy of the paper document.
- 4.8 Council Members and the City's employees may apply Electronic Signatures into routine correspondence, documents, internal memos, or reports.

Appendix A outlines the types of documents where an Electronic Signature can be used and where a Digital Signature or Wet Signature is required.

- 4.9 Council Members and the City's employees shall use a Digital Signature if authorized by their designated role in the City or by Delegation Bylaw No. 7176, 2015, and Procurement Bylaw 6942 as amended. Council Members and the City's employees who do not have signing authority shall not be given licenses to Digital Signature software.
- 4.10 Any new process that requires a signature needs to conform to this Policy.
- 4.11 Council Members and the City's employees must only use the Electronic Signature systems approved by the City.
- 4.12 **Electronic Signatures on Incoming Documents**

Electronic Signatures are acceptable on Electronic Submissions received by the City including Digital Signatures, stamps, or professional seals where required by a certifying authority (see Appendix A).

Where a professional body has codified a certifying authority of Electronic Signatures the City will only accept that authority's signature. For example an engineer may not submit a document signed only with an image of the engineer's signature it must be signed with the appropriate Digital Signature.

The City shall accept only a Digital Signature certified by the professional body of the professional who submits the professionally sealed document. For example, engineering documents submitted by professional engineers must be signed using Notarius.

4.13 Where a user's Digital Signature does not appear valid, the City will not accept the document as the source cannot be verified.

5. Oversight

5.1 The City solicitor and Legislative Services Division of the Office of the CAO have the authority and discretion to make decisions regarding the acceptance of all Electronic Signatures.

5.2 The City shall use the Electronic Signature systems authorized by the Information Technology Services Department. A Privacy Impact Assessment must be completed to ensure the software is compliant with the *Freedom of Information and Protection of Privacy Act*.

5.3 The City shall maintain a Digital Signature system for authorized employees, City staff who are Commissioners for taking oaths, and the City solicitor.

6. Responsibilities

6.1 Overall management of this Policy is the responsibility of the Legislative Services Division of the Office of the CAO.

6.2 The Legislative Services Division of the Office of the CAO shall review this Policy periodically and amend or update the Policy to ensure that it is current and relevant.

6.3 Information Technology Services Department shall manage the applicable software.

7. User Responsibilities

7.1 No individual, through the transmission of an Electronic Submission bearing an Electronic Signature shall represent themselves in a way that is false or misleading.

7.2 For an individual to apply another user's Electronic Signature to a document, written authorization must be given from the person whose signature is being used to the individual who is applying the signature to the document.

7.3 Digital Signatures cannot be given to or applied by another user. Only the authorized signing authority can sign a document using their Digital Signature.

7.4 Any individual found to be in breach of this Policy shall be subject to discipline up to and including termination from employment, cancellation of contract, legal action, and/or restitution.

7.5 Digital Signatures are to be stored in a secured location that is only accessible to the authorized user and Information Technology Services Department.

8. Related Policies and Legislation

8.1 This policy is applied in conjunction with other City Policies and Bylaws which include but are not limited to:

- (a) Corporate Records Management Program Bylaw No. 7987, 2018;
- (b) Email/Internet Policy; and
- (c) Standards of Conduct Policy.

8.2 This policy is governed by the following Provincial legislation which includes but is not limited to:

- (a) *Freedom of Information and Protection of Privacy Act*; and
- (b) *Electronic Transactions Act*; and
- (c) *Land Title Act*; and
- (d) *Local Government Act*

Appendix A Types of documents

This Policy does not compel the use of Electronic Signatures. Departments wishing to make work processes fully electronic may do so by consulting this Appendix to identify whether Electronic Signatures can be used and what type of Electronic Signature is required, the determination of which is based on legal requirements and liability.

Wet Signature

The following documents cannot be electronically signed.

Document Type	Use of Electronic Signature	Required Mode
<p>All documents that are registered at the Land Titles Office. This includes but is not limited to the Form A, Form C, Form C Release, Form D, Strata Property Act Filing (e.g. Form E), Terms of Instrument, Declaration, Form 17 Fee Simple, Form 17 Charge, Notation or Filing, Form 17 Cancellation of Charge, Notation or Filing, and Application to Deposit Plan (DSPL) form and documents attached to the forms.</p> <p>Examples: Covenants, Development Agreements, Easements, Encroachments, Housing Agreements, Leases, Rights-of-way, Subdivisions, Transfers of Land, etc.</p> <p>Note: Development Permits and Development Variance Permits are not land title documents created under the <i>Land Title Act</i> and instead are permits created under the <i>Local Government Act</i>. There is no legal requirement for them to be Wet signed.</p>	No	Wet Signature
Documents requiring the signature of a witness (the witness must be physically present)	No	Wet Signature
Certification as a true copy of an original document	No	Wet Signature

Digital Signature

The following documents can be signed using a Wet Signature or require a Digital Signature, stamp, or secure professional seal.

Document Type	Use of Electronic Signature	Required Mode
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Agreements – if the documents are not registered at the Land Titles Office, they may be electronically signed i.e. Works and Services, Government Protocols, Cost Sharing, Traffic , Railway, Union Agreements, MOUs and other Agreements between agencies, etc.	Yes	Wet or Digital Signature
BridgeNet Service Order	Yes	Wet or Digital Signature
Consent release and waiver forms	Yes	Wet or Digital Signature
Contracts - i.e. construction contracts, consulting services, contracts for services, contracts for goods, etc.	Yes	Wet or Digital Signature
Plans, reports and schedules signed and sealed by Registered Professionals including but not limited to: <ul style="list-style-type: none"> ○ Architect ○ Landscape Architect ○ Civil Engineer ○ Mechanical Engineer ○ Electrical Engineer ○ Plumbing Engineer ○ Structural Engineer ○ Geotechnical Engineer ○ Code Engineer ○ Fire Protection Engineer ○ Licensed Surveyor <p>Note: As of August 2021, Notarius is the required tool for EGBC professional seal.</p>	Yes	Wet or Digital Signature / Stamp / Secure professional seal with Notarius
Procurement process – Invitations to Tender require a Wet or Digital Signature Note: EOI, RFPs, RFQs, etc. can be completed with any Electronic Signature.	Yes	Wet or Digital Signature

Electronic Signature

The following documents can be signed with a Wet Signature, Digital Signature, or can be completed with a scanned signature, approved via email, system verification or other form of Electronic Signature.

Document Type	Use of Electronic Signature	Required Mode
Building Applications – i.e., Building, Demo, Plumbing, Heating, Services, Sprinkler Permit Applications, etc. Note: Building Division signs/stamps application documents throughout the process. Professionals must use Digital Signature / stamp for signed/sealed drawings and schedules but not regular correspondence.	Yes	Wet or any Electronic Signature

Business Licence Applications / Business Licences	Yes	Wet or any Electronic Signature
Certificate of Insurance	Yes	Wet or any Electronic Signature
Change of Contractor forms	Yes	Wet or any Electronic Signature
Cheque Requisitions	Yes	Wet or any Electronic Signature
City Bylaws and Council Minutes, including Zoning Bylaws, Heritage Revitalization Agreement and Designation Bylaws	Yes	Wet or any Electronic Signature
Development Applications – i.e. OCP or Zoning Amendment Applications; Development, Development Variance, Temporary Use, Tree, Sign Permit Applications; Board of Variance Applications, etc.	Yes	Wet or any Electronic Signature
Development Application Drawings	Yes	Wet or any Electronic Signature
Document Request Forms	Yes	Wet or any Electronic Signature
Erosion & Sediment Control Submission Form (ESC)	Yes	Wet or any Electronic Signature
Facility Rental	Yes	Wet or any Electronic Signature
Fire Investigation Report Completion Form	Yes	Wet or any Electronic Signature
Grants	Yes	Wet or any Electronic Signature
HR documents – i.e. performance reviews, PAF's, offers of employment, disciplinary or other performance management or attendance management letters	Yes	Wet or any Electronic Signature
Invoices	Yes	Wet or any Electronic Signature
Letter of Authorization (LOA) – Building and Planning Divisions	Yes	Wet or any Electronic Signature
Letters / Correspondence of various types – i.e. Comfort Letter, Notice of Violation, referral letters, letters to other municipalities, Freedom of Information correspondence, etc.	Yes	Wet or any Electronic Signature
Internal Memos	Yes	Wet or any Electronic Signature
Mileage Forms	Yes	Wet or any Electronic Signature
Operational Guidelines (Fire)	Yes	Wet or any Electronic Signature
Other staff administrative documents	Yes	Wet or any Electronic Signature
Payroll forms – i.e. timesheets, vacation requests, overtime, gratuity leave, family responsibility leave, etc.	Yes	Wet or any Electronic Signature
Permits – i.e., Building, Tree, Development, Development Variance, Temporary Use, Demo, Sign, Plumbing, etc.	Yes	Wet or any Electronic Signature
Procurement Process – EOI, RFP, RFQ, etc. Note: Invitations to Tender require Wet or Digital Signature	Yes	Wet or any Electronic Signature

Purchase card approvals	Yes	Wet or any Electronic Signature
Purchasing Forms	Yes	Wet or any Electronic Signature
Recycling Forms 1, 2 & 3 (Waste Disposal & Recycling Service Plan, Hazardous Materials report & Compliance Report)	Yes	Wet or any Electronic Signature
Reports / Memos to committee	Yes	Wet or any Electronic Signature
Reports / Memos to Council	Yes	Wet or any Electronic Signature
Tax Receipts	Yes	Wet or any Electronic Signature