

# Affixing Signatures to Bylaws and Council/Committee Minutes

## Process

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- Council enacts a bylaw amendment authorizing the reproduction of the Mayor's or Councillor's signature by the City Clerk for confirmed minutes, and the reproduction of the Mayor's or Deputy Mayor's signature by the City Clerk for enacted bylaws.
- The City Clerk authorizes a limited number of staff to execute mechanical signatures for Members of Council on bylaws and minutes.
- The City Clerk's Office will facilitate each Member of Council to execute their signature onto a signature card, which is then digitalized for use with the mechanical signing machine.
- When a physical in-person signature is not possible, City Clerk's Office will seek authorization from the appropriate Member of Council to affix that person's signature using the signing machine, listing the document(s) to be signed mechanically by the City Clerk's staff. Approval email to be retained for appropriate oversight/monitoring and record keeping.

## Safeguards

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The mechanical signing machine leverages the ability to affix signatures to the original paper record. This would reduce the need to convert the original document from paper to electronic (for application of a digital signature) and back to paper for retention.

Relying on a small group of authorized staff who would oversee all mechanically affixed signatures increases consistency of the process and ensures safeguards are in place.

The signing machine carries with it numerous safeguards. For instance: The machine is stored in a restricted access location; The upload of signatures to the machine requires vendor programming; Users of the machine must possess both a physical key and a unique user login; Each time a signature is rendered, the transaction, date, and user id is recorded in a log, and the log is auditable.

# Electronic Signatures by City Employees Authorized to Sign Agreements on Behalf of The City

## Process

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- Council enacts a bylaw amendment authorizing city employees who are authorized to sign agreements, to do so with an electronic signature.
- City staff who are authorized to sign agreements governed by Bylaw 43M99 are responsible for developing an electronic signature in a manner acceptable to their respective Departments.
- The City Clerk's Office will require completion of a specimen signature sample Form to be completed by individuals wishing to have the option to sign electronically. The Form may contain a specimen in-person signature, electronic signature, or both.
- City employees authorized to sign agreements on behalf of The City may elect to execute an agreement using a physical in-person signature or an electronic signature, whichever is convenient, provided a signature sample Form has been completed and contains the signature type being used.
- Council authorization for electronic initialing (as to form or content) is not required or contemplated by section 213(5) of the *MGA* and are not included in the proposed amendment to Bylaw 43M99. This does not preclude the development of processes between City Departments to allow for electronic initialing.

## Safeguards

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Specimen signature samples will be digitized and retained in an electronic database for use as a comparison to those on incoming agreements. Uploaded signature samples will be used by City Clerk's staff to compare the sample to the electronic signature affixed on the document.

The signature comparison process contains the following safeguards: The specimen signature sample Form must be authorized by the appropriate Director or General Manager; The database is stored in a location with access restricted to authorized City Clerk's staff; The database contains an auditable version history for individual samples; Specimen signatures are no longer effective when the named employee departs their current position/role, or upon notification by the authorizing Director or GM.