



## CORPORATE SERVICES

### *Staff Report*

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REPORT NO: COR-2026-08  
TO: Council on April 27, 2026  
SUBMITTED BY: Harold O’Krafka, Deputy CAO/Director of Corporate Services  
PREPARED BY: Amelia Jaggard, Manager of Legislative Services/Municipal Clerk  
REVIEWED BY: Jeff Willmer, Chief Administrative Officer  
DATE: April 13, 2026  
SUBJECT: Adoption of Use and Acceptance of Electronic Signatures Policy for the Township of Wilmot

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#### RECOMMENDATION:

THAT Report COR-2026-08 Adoption of Use and Acceptance of Electronic Signatures Policy for the Township of Wilmot be received for information; and,  
THAT Council direct staff to present a By-Law to adopt a Use and Acceptance of Electronic Signatures Policy for the Township of Wilmot, as attached to Report COR-2026-08.

#### SUMMARY:

The purpose of this report is to present a By-Law to adopt a Use and Acceptance of Electronic Signatures Policy for the Township of Wilmot for Council’s consideration.

#### BACKGROUND:

In 2000, the Province of Ontario enacted the Electronic Commerce Act, 2000 (ECA), allowing municipalities to conduct business using electronic signatures. The acceptance of electronic signatures has the potential to expedite workflow processes and enhance customer service, supporting both current operations and future municipal initiatives.

The Electronic Commerce Act, 2000 establishes conditions for ensuring the reliability and authenticity of digital signatures and electronic submissions. This legislation affirms the legal validity of electronic documents and sets requirements for their validity, their admissibility as evidence and, in the case of signed agreements, their enforceability against the parties that executed them. Unless there are rules specific to a given area of law, an electronic document will have the same legal effect as a paper-based one. An electronically signed document that verifies its origin and integrity is legally enforceable against the parties who executed it.

Third-party software (such as DocuSign and Adobe Digital Signatures) allows for verification using passwords or PIN numbers and uses data encryption technologies. This software protects the integrity of the document by confirming the absence of any modifications made to the document since it was finalized or signed.

### REPORT:

Staff are recommending adoption of a Use and Acceptance of Electronic Signatures Policy. Electronic signatures have been legally recognized for decades and are now widely used across all sectors. Formal adoption of a policy is anticipated to support efficiencies for administrative purposes and records keeping, while ensuring compliance under existing legislation.

Conducting business electronically has become the standard for many businesses to increase efficiency, promote convenience, and modernize workflows. The shift away from paper-based processes accelerated during the COVID-19 pandemic, reinforcing the need for digital solutions.

The attached Use and Acceptance of Electronic Signatures Policy for the Township of Wilmot provides guidance on when electronic submissions are considered official and acceptable by the Township. Adoption of this policy is anticipated to expedite some workflow processes, reduce recordkeeping requirements, and enhance contract management.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership

### FINANCIAL CONSIDERATIONS:

The Township will utilize existing software, including Adobe Acrobat, to fulfill the requirements of this policy. The use of required software will be accommodated within the current Information Technology Services budget under the Corporate Services Department.

### ATTACHMENTS:

Attachment 1 – Adoption of Use and Acceptance of Electronic Signatures Policy