



**Electronic Signatures Policy
E-464-25**

Effective Date:
October 22, 2025

Part 1 Purpose

- 1.1 This policy outlines the acceptable use of *electronic signatures* for signing documents to ensure legal compliance, security, and efficiency.

Part 2 Definitions

- 2.1 “**electronic signature**” means information in electronic form that a person has created or adopted in order to sign a document and that is in, attached to or associated with the document.

Part 3 Policy

- 3.1 A requirement by the Municipality of Yarmouth for the signature of a person is satisfied by an *electronic signature*. *Electronic signatures* are legally recognized and binding.
- 3.2 An *electronic signature* must be either an electronic version (scanned) of an original signature, or an approved *electronic signature* platform (e.g., DocuSign, Adobe Sign), and not a name typed using a cursive font.
- 3.3 *Electronic signatures* may be used for all documents, except where handwritten signatures are legally required or specifically mandated by regulatory bodies. Documents that require an original signature include:
- 3.3.1 Contracts;
 - 3.3.2 lease documents;
 - 3.3.3 insurance policies;
 - 3.3.4 audited statements;
 - 3.3.5 loan agreements;
 - 3.3.6 debenture documents;
 - 3.3.7 third-party guarantees; and
 - 3.3.8 banking instructions, transfers, and documents
- 3.4 For greater certainty, electronic signatures may be used by municipal employees for the issuance, approval, or execution of permits, licences, certificates, and related documents issued under municipal by-laws or provincial statutes, including but not limited to:

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



**Electronic Signatures Policy
E-464-25**

Effective Date:
October 22, 2025

- 3.4.1 building permits;
- 3.4.2 development permits;
- 3.4.3 occupancy permits;
- 3.4.4 sewer permits
- 3.4.5 street disturbance permits;
- 3.4.6 inspection reports;
- 3.4.7 stop work orders; and
- 3.4.8 compliance certificates.

3.5 *Electronic signature* being affixed on behalf of the owner of the signature:

- 3.5.1 shall be approved by the owner of the signature, and such approval shall be documented;
- 3.5.2 shall be approved by the CAO, Deputy CAO or Director of Finance and such approval shall be documented.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	
Date of Passage of current Policy	
I certify that this Electronic Signatures Policy E-464-25 was adopted by Council as indicated above.	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Chief Administrative Officer</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div>	



**Electronic Signatures Policy
E-464-25**

Effective Date:
October 22, 2025

Date last reviewed by Council: October 22, 2025

Date last amended:

Amendment Log

Date	Amendment Description
<date>	<ul style="list-style-type: none">Added Section 3.4 “electronic signatures may be used by municipal employees for the issuance, approval, or execution of permits, licenses, certificates, and related documents issued under municipal by-laws or provincial statutes” and listed the types of documents.