



Report
Staff Report
The Corporation of the City of Brampton
6/4/2025

Date: 2025-05-26

Subject: **Amendment to the Electronic Signature Bylaw**

Contact: Marlon Kallideen, Chief Administrative Officer

Report number: CAO's Office-2025-434

RECOMMENDATIONS:

1. That the report from Marlon Kallideen, Chief Administrative Officer to the Committee of Council Meeting of June 4, 2025, re: **Amendment to the Electronic Signature Bylaw**, be received; and
2. That Council enact a By-law to amend the Electronic Signature By-law 257-2020 to remove paragraph 4 (b), to allow electronic signatures on external documents with a total value of over \$1 million.

OVERVIEW:

- **The City's Electronic Signature By-law 257-2020 allows for the electronic signature of external documents with noted exceptions, including but not limited to agreements or other documents with a total value of over \$1 million.**
- **This report recommends amending the By-law to allow electronic signatures on external documents with a total value of over \$1 million to support efficient government operations.**
- **The By-law will continue to authorize and govern the execution of agreements and documents electronically, subject to the conditions and restrictions set out in the By-law.**
- **There are no financial implications resulting from the recommendations in this report. The current license agreement can accommodate the anticipated additional signatures as a result of allowing electronic signatures on documents with a total value of over \$1 million.**

BACKGROUND:

The City of Brampton executes external-facing documents that require signatures. These documents include, but are not limited to, contracts, agreements, deeds, leases, purchase orders, memorandums, letters of intent, applications, permits, notices, releases, waivers, submissions, and acknowledgements.

During the COVID-19 pandemic, many City staff worked remotely and needed to electronically execute legally binding documents to maintain timely and continuous operations.

In November 2020, the City adopted the Execution of Documents by Electronic Signature By-law 257-2020 to allow electronic signatures on legally binding documents with noted exceptions, including:

- cheques, bank drafts, orders for payment of money, promissory notes, acceptances, bills of exchange, debentures, and any similar instruments;
- agreements or other Documents having a total value of over \$1 million; and
- any Document the Execution of which by electronic means is prohibited by law.

Section 15 of the *Electronic Commerce Act, 2000*, S.O. 2000, c. 17 provides that if a public body has the power to create, collect, receive, store, transfer, distribute, publish, or otherwise deal with information and documents, it can do so electronically, including signing documents electronically.

CURRENT SITUATION:

The manual process to obtain traditional (wet) signatures can sometimes be time-consuming and cumbersome. The turnaround time depends on the accessibility of the hard-copy documents and the availability of the signing officer (s).

Staff recommend removing paragraph 4 (b), which prohibits electronic signatures for documents over \$1 million, to ensure the expedient execution of documents and continuous operations. The amended By-law is added to the report as Attachment 1.

Section 4 (b) of the Execution of Documents by Electronic Signature states that:

The following Documents may not be executed by Electronic Signature pursuant to this By-law:

- b. agreements or other Documents having a total value of over \$1 million;

The Execution of Documents by Electronic Signature By-law will continue to authorize and govern the execution of agreements and documents electronically, subject to the conditions and restrictions set out in the By-law.

CORPORATE IMPLICATIONS:

Financial Implications:

There are no financial implications resulting from the recommendations in this report. The current license agreement can accommodate the anticipated additional signatures as a result of allowing electronic signatures on documents with a total value of over \$1 million.

STRATEGIC FOCUS AREA:

The report recommends amending the Electronic Signature By-law 257-2020, which supports Government Leadership through service excellence and efficient government operations.

CONCLUSION:

This report recommends amending the Electronic Signature By-law 257-2020 to remove paragraph 4 (b), which prohibits electronic signatures for external documents valued over \$1 million, to ensure the expedient execution of documents.

Authored by:

Reviewed by:

Raymond Thomson
Manager, Executive Operations &
Special Projects
Office of the CAO

Colleen Grant
Deputy City Solicitor, Litigation and
Municipal Law
Legal Services

Approved by:

Approved by:

Sameer Akhtar
City Solicitor

Marlon Kallideen
Chief Administrative Officer

Attachments:

- Attachment 1 – Proposed By-law to amend By-law 257-2020, the Execution of Documents by Electronic Signature