



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Electronic Signature	
---------------	----------------------	--

1. PURPOSE

- 1.1. The authorized use of the Chair's electronic signature may assist staff in the carrying out of directives from the Skeena-Queen Charlotte Regional District Board in a more expedient manner. Due to the large geographical area the Regional District encompasses and the possible travel distance between a Chair's residence to the Regional District office, staff may not have an opportunity to obtain a Chair's signature until the following month's Board meeting.
- 1.2. The Board has adopted the following policy to provide a more efficient process for select documents that require the Chair's signature.

2. POLICY

The use of an electronic signature for the Chair of the Skeena-Queen Charlotte Regional District by staff is permitted when authorized by the Chair.

3. TERMS/DEFINITION(S)

"electronic signature" is defined as a digital reproduction of a signature and is intended by the party using it to have the same intent, effect and authority as the use of a manual (either written or facsimile) signature.

4. SCOPE

This Policy applies to all staff of the Regional District.

5. RESPONSIBILITY

The Corporate Officer and Deputy Corporate Officer will be responsible for the security and administration of the electronic signature.

6. PROCEDURE

Authority for use of the Chair's electronic signature can be provided by the following means:

- 6.1. By Fax – The Chair will sign the document and fax it back to staff; or
- 6.2. By Email – The Chair will provide approval of the use of his/her signature in writing (via email).

7. REFERENCES - Not applicable

Approval Date:	September 23, 2012	Resolution No.	330-2012
-----------------------	--------------------	-----------------------	----------