

COVID-19 Signature Guidance

Municipalities Newfoundland and Labrador (MNL) recognizes that the COVID-19 situation impacts the ability to solicit signatures of movers, seconders and witnesses. For that reason, we will accept either handwritten, electronic and digital signatures to complete the nomination form for positions on the MNL Board of Directors. We will also accept separate emails to info@municipalnl.ca from the mover, seconder and witnesses to confirm the nomination of a particular candidate.

MNL staff use electronic and digital signatures regularly and is encouraging members to consider using this approach. If a candidate wishes to collect handwritten signatures in person, MNL is encouraging them to follow public health guidelines.

Here's what you need to know about digital and electronic signatures.

What is an electronic signature?

If a traditional, handwritten signature on a piece of paper is scanned into an electronic device or faxed, the scanned version is now an electronic signature. Some examples include:

- An image of a handwritten signature on a fax
- A typed name at the end of an email
- A typed name on an electronic form or document
- A personal identification number (PIN) entered into a bank ATM
- Clicking “agree” or “disagree” on an electronic “terms and agreements” contract

What is a digital signature?

This digital signature is considered the most “secure” type of electronic signature. It includes a certificate of authority to ensure the validity of the signatory (the signature’s author and owner).

The parties on either side of a digital signature can also detect whether the signed document was altered or changed in any way that would invalidate it. In addition, electronic messages are signed with the sender’s private decryption key and verified by anyone who can access the sender’s public encryption key; this further ensures that both parties are who they say they are and that the content of the message has not been changed or intercepted.

Here are a few trusted resources to help you create your digital signature:

- [Microsoft](#)
- [DocuSign](#)
- [Adobe Sign](#)

Public Health Guidance for All Alert Levels.

As per the Government of Newfoundland and Labrador [COVID-19 Website](#).

If a nominee wishes to collect handwritten signatures, MNL encourages you to practice good infection prevention as outlined by Public Health that include:

- Wash your hands frequently with warm water and soap for at least 20 seconds.
- Use an alcohol-based hand sanitizer in the absence of soap and water.
 - Best practices recommend washing or sanitizing your hands before and after every interaction with an individual outside your household bubble.
- Wear a non-medical mask when in close proximity or talking to anyone outside your household bubble and in public indoor spaces.
- Maintain physical distancing.
- Do not touch your face.
- Practice proper cough and sneeze etiquette.
- Stay home if you are sick and avoid contact with others.

If you have questions about the nomination form or need assistance to complete it, please contact Gail Woodfine at gwoodfine@municipalnl.ca.