



# Your Municipality **Simplified**



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100 % Canadian



eIDAS



PIPEDA-COMPLIANT



notarius

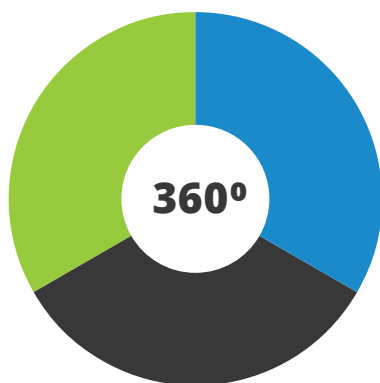
COMPLETE SOLUTIONS

## Municipal efficiency: Sign all documents from anywhere

### Our 360° digital solutions meet all your needs

Paper slows down your services and growth. With our signature solutions, convert all of your paper-based processes to a digital workflow.

#### ✓ Efficient, affordable, and secure for all departments



#### Municipal Administration

- Mayor's office
- City clerk
- City council
- Executive committee
- Municipal board
- General management

#### Services and Departments

- Legal affairs
- Procurement
- Economic development
- Environmental services
- Property assessments
- Finances
- Housing
- Engineering
- Recreation
- HR
- Security
- IT
- Public works
- Urban planning

#### External Ressources

- Cabinets
- Consultants
- Contractors
- Firms
- Business partners

#### ✓ Have your official documents signed using **trusted** digital signatures, from any device



The first signer signs and sends the document to the second signer.



Once signed, the document is automatically sent back to the project manager.

#### ✓ Flexible signatures with numerous benefits



#### Increase your agility

Your teams are connected at all times.



#### Increase your productivity

Deliver your projects faster and work on what matters.



#### Make your information secure

Protect your documents against counterfeiting and forgery.



#### Save money

Say goodbye to printing, shipping, and storage fees.



#### Maintain legal reliability

Meet your legal obligations and ensure long-term document retention.



#### Reduce your carbon footprint

Avoid unnecessary travel and paper use.



## 360° electronic signature and signing tool solutions

### Designed to meet your legal requirements

Our solutions were created to meet the most stringent legal requirements in the country. Join the thousands of municipal professionals that chose us as their provider of trusted digital signatures.

#### Strengthened reliability

##### Cloud Solutions



#### ConsignO Cloud Signature Tool

Electronic signature platform for managing signing projects and ensuring the long-term reliability of your documents.

Users can sign with a trusted electronic signature using two-factor authentication (for example, email + phone) for added reliability.

**Business Plan:** Unlimited projects

**Enterprise Plan:** Unlimited users



#### Advanced reliability

##### Desktop Solutions



#### CertifiO Digital Signature

Digital signature issued by a professional association or an employer. Certifies the signer's identity and professional affiliation.



#### ConsignO Desktop Signature Tool

Digital signature software with advanced features and a PDF reader. Allows you sign batches of documents in just a few clicks, and [more](#).

### ✓ Solutions for everyone

#### Municipal administration

Mayor, City Clerk, General Director

#### Services and departments

Everyone

#### External suppliers

Everyone

#### Affiliated professionals

Engineer(s), architect(s), technologist(s)

ConsignO Cloud	CertifiO Digital Signature	ConsignO Desktop
✓	✓	✓
✓		
✓		
✓	✓	✓



### ✓ Make your archives more secure

When official documents are signed with Notarius' solutions, they are protected against counterfeiting, alterations, and tampering.

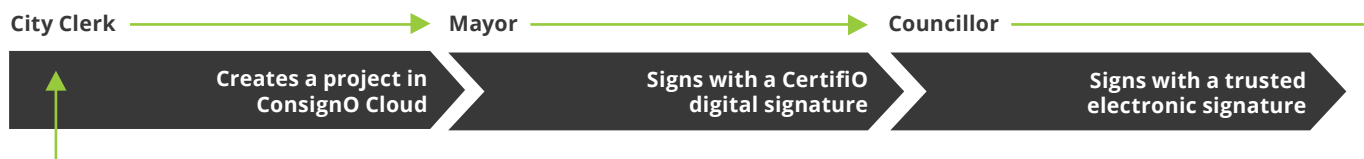
- Council resolutions
- Meeting minutes
- Regulations / Bylaws
- Contracts
- Leases
- Purchase orders
- Permits & plans
- Invoice approvals

## Common use cases

### Solutions designed for municipal reality

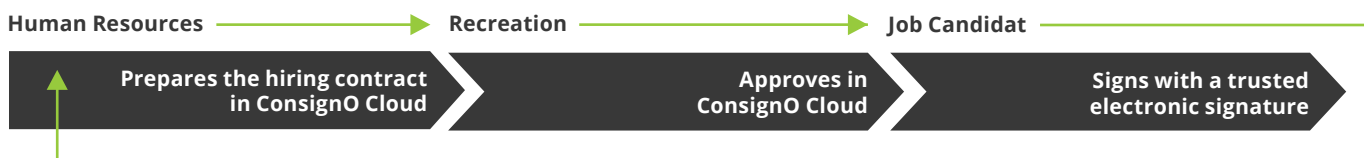
When you have too many documents to sign, they start getting lost. With Notarius, supervise the signing process and take advantage of automated functions. From creating a project to archiving it, nothing falls through the cracks.

#### ✓ Resolution signed during a City Council meeting (Internal)



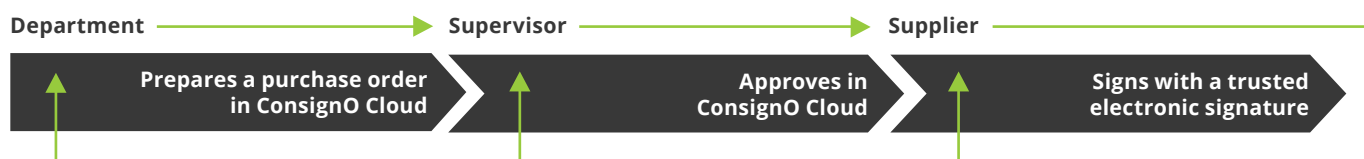
Once signed, the resolution is automatically sent to the City Clerk.

#### ✓ Employment contract signed without travel being required by any of the signatories (Internal-External)



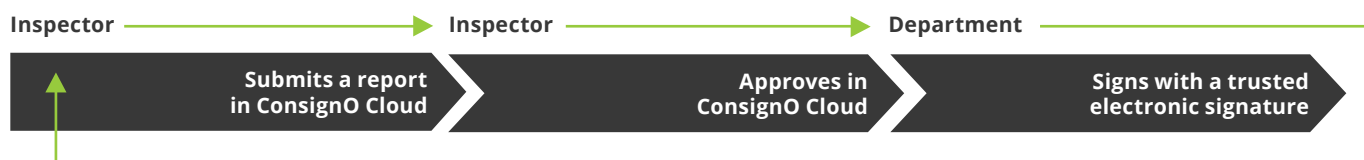
As soon as the contract is approved, it is automatically sent to the job candidate.

#### ✓ Purchase order approved and sent to a supplier located outside of the municipality (Internal-External)



As soon as the purchase order is signed, the parties receive a signed copy.

#### ✓ Report signed and automatically sent to a department (Internal)



As soon as the document signed, it is converted into PDF/A format to simplify archiving.

**“ It’s super simple. It doesn’t matter if you’re a technology wiz. It was very easy to implement and people love it because they no longer have to come into the office ”**

Joanne Hyde, City Clerk for the Town of Thorold, 18,801 residents





## Addressing the issues that municipalities face

### Meeting citizens' expectations

Residents, partners, and employees are demanding more.  
Cities need the right tools to be agile and perform at the highest level.

	<b>Streamline your operations</b>	Optimizing your processes eliminates redundancy and holds your managers accountable.
	<b>Enhance the citizen experience</b>	Having access to electronic documents makes communicating easier and helps citizens get what they need, faster.
	<b>Provide a flexible work policy</b>	Hybrid work and work-life balance attracts qualified employees because it allows them to perform at their convenience.
	<b>Give meaning to work</b>	Signing documents is easier for employees and gives them more time to collaborate on projects that are important to the municipality.
	<b>Reinvent the archiving process</b>	With the digitization of information, finding documents is easier and the space taken up by heavy filing cabinets can be repurposed.
	<b>Increase climate resilience</b>	Teams are more reactive and can use enriched data to optimize infrastructure.

### ✓ Valued and appreciated by small and large municipalities

**Edmonton****982 000**  
residents**Vancouver****675 000**  
residents**Quebec****542 000**  
residents**Kitchener****242 000**  
residents**Bromont****8 000**  
residents

## Serving Canada from coast to coast

### For the people who serve our communities

Every day, tens of thousands of managers and city employees use our solutions. Who better to testify to the gains in efficiency that they create?

Access the success stories by capturing the QR code



#### ✓ Edmonton, Alberta | **981 000 residents**



“ In a digital world, Notarius promotes efficiency, reliability, and uniformity. ”

- Daryle Tilroe | Director of Engineering Services, City of Edmonton

#### ✓ United Counties of Prescott and Russell, Ontario | **89 000 residents**



“ I recently had to sign an important contract for a multi-million-dollar project with a supplier. Four people had to sign the document and the process went extremely well, with no problems or questions. ”

- Justin Bromberg  
Chief of Staff and Communications Manager, United Counties of Prescott and Russell

#### ✓ Laval, Quebec | **437 000 residents**

- 400 compliant electronic documents
- 1,200 signature projects in one year
- Saved 80% in signing-related fees

“ The digital solutions that we have adopted, like the Notarius digital signature, have increased our performance and, most importantly, the services we provide to citizens. ”

- Me Marc-André Russell  
Department of Legal Affairs, City of Laval



#### ✓ Huntsville, Ontario | **20 000 residents**

- 6,000 invoices processed in 10 months
- Payment times reduced by 92%
- Implementation in just 3 weeks

“ Now, when a paper lands on a desk, people say: Why are you giving me a paper document? (...) It worked better than I ever thought it would! ”

- Andrew Zanier | Deputy Clerk, Huntsville, ON



## Protect yourself against fraud

### By validating the documents you receive

Do you know if the documents you receive have been signed by a professional in good standing to practise their profession? Have the documents been sufficiently protected? By validating them, you will know for sure.

#### ✓ You can see if a professional has the right to practise.

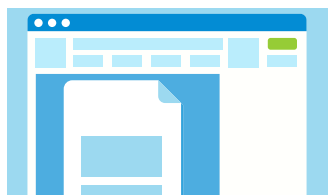
In a few clicks, verify the civic identity and professional affiliation of the person that signed the document. Erase any doubt about their qualifications. If the signer is an engineer, for example, you will know.

In Canada, however, **forgery is not uncommon**. Engineers and architects have seen their seals and plans stolen from them, which were subsequently accepted by authorities. CertifiO digital signatures prevent this type of fraud.



#### ✓ Validate the integrity of the documents received

At a glance, see if the document is protected against modifications and if it has been modified since it was signed.



#### ✓ Do you have hundreds of documents to verify? No problem!

With ConsignO Desktop, validate signatures and the integrity of the documents you receive in just a few seconds using your file explorer.



#### ✓ Verify batches of documents as soon as they are received

With VerifiO Server, let your systems automatically validate signers' identities, document integrity, and ensure that your documents comply with. Listing and extracting attachments is also simple.

■ ■ Ten years from now, when you go to retrieve an electronic document from your archives that has been signed with an EGBC signature provided by Notarius, you'll know that it's the original, unaltered document and that you can trust it. ■ ■

– Peter Mitchell, Director of Professional Practice, Standards and Development at EGBC







consigno  
Cloud

Get started

TODAY

**FREE**  
30-DAY  
TRIAL

