



**Policy Name**

Corporate Seal Policy

**Policy Number**

ADM-13

**Policy Statement**

The Brazeau County Corporate Seal is an imprinted identifying mark to be used to authenticate all important corporate legal documents.

**Policy**

The purpose of the policy is to clearly define the use and custody of the Corporate Seal for Brazeau County.

a) Definitions:

1. Corporate Seal shall mean the distinct and unique imprinted identifying mark for Brazeau County
2. Secretary shall mean the person designated by the Chief Administrative Officer as the person who retains custody of the seal and who seals documents on behalf of Brazeau County
3. Seal shall mean the Corporate Seal for Brazeau County

b) Procedures:

1. Seal and Custody
  - i. The seal shall be in the custody of the Secretary and apart from occasions when actually in use, the seal shall be securely locked in the office of the Secretary
  - ii. Should it be deemed necessary to produce a spare corporate seal, the custody of the same shall be with the Chief Administrative Officer and the spare corporate seal securely locked in the office of the Chief Administrative Officer

Chief Administrative Officer: \_\_\_\_\_

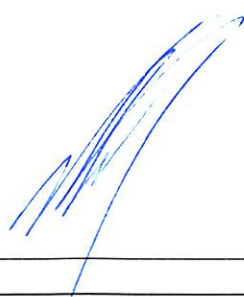
Approved by Council: 12/01/17

Revision Dates: (Y/M/D) \_\_\_\_\_

Reviewed: \_\_\_\_\_

2. Signing and Sealing of Documents

- i. All documents requiring signature and seal shall be presented to the Secretary for execution.
- ii. The secretary shall execute and seal the documents in a timely manner and return them to the originator.



Chief Administrative Officer: \_\_\_\_\_  
Approved by Council: 12/01/17 \_\_\_\_\_  
Revision Dates: (Y/M/D) \_\_\_\_\_  
Reviewed: \_\_\_\_\_