



DRAFT By-law A-027.01 – Corporate Seal & Signing Authority - Summary of Changes and Context

Background

The existing Corporate Seal by-law was adopted during the municipal transition and amalgamation period. As the Town has moved into regular operations, staff have identified the need to clarify and consolidate provisions related to the use of the corporate seal and the execution of municipal documents to better reflect current governance and administrative practices.

Summary of Key Changes

1. Corporate Seal Provisions Updated

The draft by-law updates and confirms provisions respecting the Town's corporate seal, including its recognition as the official seal of the Municipality.

2. Clarification of Signing Authority

The draft by-law now explicitly identifies who may sign documents on behalf of the Town and how the corporate seal may be affixed where required. This is to reduce ambiguity, ensure consistency in document execution, and provide clear authority for signing municipal documents in accordance with Council's governance structure.

3. Alignment with Current Administrative Practice

The draft reflects how documents are currently executed in practice, while ensuring that authority is clearly documented and legally defensible.

4. No Change to Council Authority or Oversight

The draft by-law does not:

- Transfer decision-making authority away from Council;
- Change financial approval thresholds;
- Alter procurement authority; or
- Expand signing authority beyond established roles.