

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

**MUNICIPAL BUSINESS POLICY**  
**M-068-01**

Effective Date:  
June 27, 2001

1. (a) The Seal of the Corporation shall be made of suitable material and have engraved on it the name of the Municipality;
  - (b) The CAO shall keep the Seal;
  - (c) The Warden or CAO may affix the Seal to any document for the purpose of authentication and a fee of Five Dollars (\$5.00) may be charged for such authentication;
  - (d) Notwithstanding Sub-section (3), no fee shall be charged for authentication or certificates of appointment of Municipal or District Officers required by a Court of law;
  - (e) The Warden and CAO shall affix the Seal to any authorized deed or contract which is required by law to be under Seal and shall countersign such documents;
2. The CAO shall keep in his/her office a copy of the By-Laws and Policies of the Municipality amended to date, which shall be open to public inspection without charge at all reasonable hours.
  3. This policy replaces By-Law # 2, Municipal Business.

**Clerk's Annotation For Official Policy Book**

Date of Notice to Council members of Intent to Consider  
( 7 days minimum) June 18, 2001

Date of Passage of Current Policy: June 27, 2001

I certify that this Policy was adopted by Council as indicated above.

Clerk

Date

**Date last reviewed: March 1, 2004**

**Date of last amendment: June 27, 2001**