

Memorandum

CL-C 103-2024

Subject: Appointment of Deputy Clerks for the Purposes of the Commissioners for Taking Affidavits Act

Date: November 21, 2024

To: Regional Council

From: Ann-Marie Norio, Regional Clerk

As Council may be aware, the Regional Clerk's Office provides the service of commissioning affidavits.

Ontario Regulation 386/12 of the Commissioners for Taking Affidavits Act provides that clerks, deputy clerks, treasurers and deputy treasurers of municipalities, by virtue of office, are commissioners for taking affidavits in the geographic area in which their municipalities are situated.

Section 228(2) of the *Municipal Act, 2001*, states that a municipality may appoint deputy clerks who have all the powers and duties of the clerk under this and any other Act.

Staff have prepared a by-law for adoption that will appoint certain Clerk's Office staff as deputy clerks specifically for the purposes of carrying out the duties of that office under the *Commissioners for Taking Affidavits Act*.

Bill 2024-77 has been included on the agenda for Council's consideration.

Respectfully submitted and signed by

Ann-Marie Norio
Regional Clerk