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## MEMORANDUM

CL-C 54-2019

**Subject: Appointment of Deputy Clerks for the purposes of the *Commissioners for taking Affidavits Act***

**Date: September 19, 2019**

**To: Regional Council**

**From: Ann-Marie Norio, Regional Clerk**

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As Council may know, 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.

Council will recall that 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.

In consultation with Niagara Region's legal counsel, staff has prepared a by-law for adoption that will appoint certain Niagara Region staff as deputy clerks specifically for the purposes of carrying out the duties of that office under the *Commissioners for taking Affidavits Act*.

This by-law has been included on the agenda as Bill 2019-71 for Council's consideration.

Respectfully submitted and signed by

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Ann-Marie Norio  
Regional Clerk