



MEMORANDUM

Subject: Appointment of Deputy Clerks to Act as Commissioners for Taking Affidavits

To: City Council

From: Nicholas Debono, City Clerk

As Council may be aware, the City 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.

Additionally, 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 subsequently prepared a draft by-law for adoption that will appoint certain City 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 88-2024 for Council's consideration.

Respectfully submitted and signed by,

Nicholas Debono
City Clerk