



# Policy COR-2024-01

## Commissioning Policy

**Implemented: February 2024**

**Revision Date: February 2025**

**References and Related Documents:** *Commissioners for taking Affidavits Act, R.S.O. 1990, c C.17*

**This document is public and available in an accessible format upon request.**

### **Policy Statement**

This policy provides guidelines for Township employees when commissioning documents for the public and is intended to mitigate liability for the Township.

### **Purpose and Scope**

This policy applies to all employees of the Township who by virtue of office, or who have been appointed by the Attorney General under the *Commissioners for taking Affidavits Act, R.S.O. 1990, c C.17*, to commission documents.

### **Policy Requirements**

Clerks, Treasurers and Deputy Clerks and Deputy Treasurers, by virtue of office are authorized by the Attorney General to act as commissioners of oaths and affidavits, within the limits of their municipality. Additional Commissioners can be authorized by the Attorney General at the request of the municipality. The Township of Georgian Bluffs has six (5) Commissioners on staff: Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Legislative Services Coordinator and Development Services Coordinator (for planning applications only).

A Commissioner of Oaths and Affidavits is authorized under the *Commissioners for Taking Affidavits Act, 1990*, to administer and witness the swearing of oaths or solemn affirmations in the taking of an affidavit for any potential legal matter. Commissioners of Oaths and Affidavits can also witness any declaration as required under a statute. The person swearing an oath, making an affirmation or making a declaration is called a deponent or declarant.

The Commissioner is not responsible for the content of the affidavit. It is the responsibility of the person whose signature is being commissioned (declarant) to swear



to the accuracy and truth of the document. The declarant must understand the details of what they are signing.

Commissioner services are provided at the Township Administration Office (177964 Grey Road 18, Owen Sound, ON), during regular office hours. The public is strongly encouraged to book appointments for commissioner services to ensure availability.

#### Documents The Township Will Commission

The Commissioner of Oaths and Affidavits shall only sign documents that are in English, so the Commissioner can validate the information that is sworn.

- Proof of residency (owner/tenant letters)
- Legal Name Change forms
- Sworn statement for the transfer of a used motor vehicle in the province of Ontario
- Sworn statement for the transfer of a family gift of a used motor vehicle in the province of Ontario
- Ontario Rental Housing Tribunal – Affidavits/Declarations
- Immunization Exemption forms
- Amendment to Birth/Death/Marriage Certificate
- Domestic and Foreign Pension documents (proof of life)
- Statutory Declaration by a person for change of sex designation
- Statutory Declaration for OSAP - Statement of Common-Law Status, Supporting Children
- Affidavit of Unregistered Vehicle (boards, motorcycles, snowmobiles, trailers, etc...)
- Statutory Declaration for Motor Vehicle Deals Compensation Fund
- Consent letter for children travelling abroad (as witness)

#### Documents The Township Will Not Commission

The Township encourages individuals who require the below list of documents to refer to a lawyer or paralegal licensed by the law society or have any court documents commissioned by a court clerk qualified to verify the information contained within the document.

- Documents that require a Notary Public (including Certified True Copies)
- Wills/Estate settlement documents
- Court, Legal or Civil Issue related documents
- Documents involving debts - Bankruptcy
- Real Estate related documents



- Custody Documents
- Divorce, Separation, Marriage, or Cohabitation Agreements
- Litigation Guardian Affidavit
- Power of Attorney
- Mortgage Documents
- Travel Affidavit
- Tender Documents
- Incomplete documents

If the document is not contained in the list above, the public should contact the Clerk's Department for guidance.

The Township reserves the right to refuse any document not listed above or covered in this policy.

### **Monitoring and Review**

This policy will be reviewed by the Clerk's Department on an ongoing basis as changes to legislation occur or amendments are required.