

Commissioner for Taking Affidavits

Reviewed Date		Number	<i>LG0108</i>
Revised Date		Approved Date	<i>November 22, 2000</i>

Introduction

In carrying out the legal activities of the agency, staff occasionally require the services of a Commissioner for Taking Affidavits. Having the capabilities to review and commission affidavits and similar documentation within the agency saves staff time and increases efficiency

Purpose

Legislative Authority

Policy Definitions and Interpretation

Policy

Executive Committee will establish the appointment of one or more commissioners for taking affidavits to facilitate the administration of legal documentation related to health unit programs and services. The individual(s) selected will be located within the Barrie Office and be accessible by agency staff during the course of normal working hours.

Services of the agency Commissioner for Taking Affidavits will be restricted to administering oaths, taking affidavits, declarations and affirmations involving any matter where an oath, affidavit, solemn declaration or statutory declaration is authorized or required in carrying out the affairs of the agency.

The Legal Consultant will ensure that the appointment, approval or renewal process is maintained.

Procedures

1. Executive Committee will identify the candidates to fulfill the role of Commissioner for Taking Affidavits.
2. At the direction of Executive Committee, the Legal Consultant will initiate the application and approval process necessary to secure the appointment of the Commissioner for Taking Affidavits.
3. The Legal Consultant will orient and train the designated staff member regarding the nature of the appointment and extent of the authority.
4. The Commissioner who is designated will post the certificate of appointment in or near the workstation and maintain the confidentiality of all documents that are issued.
5. The Legal Consultant will maintain documentation regarding the appointment for the Commissioner for Taking Affidavits and ensure renewals as required.

Related Forms

Related Policies

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number C6.060