

Purpose:

- 1 To set guidelines for staff that are Commissioners for Oaths.

Policy Statement(s):

- 2 Commissioners for Oaths with nil fee appointments can only commission City document.
- 3 Legislative Services has Commissioners for Oaths with paid appointments.
 - (1) The City pays for the appointments.
 - (2) Commissioner for Oaths with paid appointments have the authority to commission non-City related documents if it does not disrupt their regular work.
 - (3) Commissioner for Oaths cannot charge fees for commissioning documents at The City.
- 4 Legal Services assists staff in completing the requirements to become Commissioner for Oaths.

Definitions:

- 5 Nil Fee Appointments: Commissioner for Oaths appointment given at no charge only to be used for the purpose of commissioning documents within the scope of an employee's employment.
 - 6 Paid Appointments: Standard Commissioner for Oaths appointment, for which a fees is paid, allowing someone to commission any type of documents requiring commissioning.
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References/Links:

- 1 Province of Alberta. Code of Conduct for Commissioners for Oaths.
- 2 Province of Alberta. Commissioners for Oaths Regulation.
- 3 Province of Alberta. Notaries and Commissioners Act.
- 4 Province of Alberta. Pertaining Information and Instructions for Commissioner for Oaths.

Scope/Application:

- 1 This applies to all City employees with Commissioner for Oaths appointments.

Authority/Responsibility to Implement:

- 1 City Solicitor, Legal Services

Inquiries/Contact Person:

I City Solicitor, Legal Services

Policy Monitoring and Evaluation:

I This policy will be monitored annually by the City Solicitor, Legal Services, with revisions made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
October 14, 2016	"Craig Curtis"	City Manager

Administrative Revisions:

Date:	Description:
April 26, 2017	Changed "Oath" to "Oaths" in the definitions.
October 26, 2017	Updated to the current format.