

Commissioner for Taking Affidavits

Effective Date: April 17, 2001
Last Revised: July 23, 2024

1. Purpose

The purpose of this policy is to establish guidelines and protocol for Commissioner services offered to Pitt Meadows residents who require the signature of a Commissioner for Taking Affidavits, as defined by the *Evidence Act*.

2. Scope

This policy endorses the provision of Commissioner services to Pitt Meadows residents for:

- (a) the witnessing and administering of oaths, affirmations and declarations pertaining to pension and proof of life documentation; and
- (b) the certification of true copies of documents.

3. Exclusions

- (a) City employees do not offer Commissioner services to members of the public for reasons other than those expressly outlined in this policy.
- (b) This policy does not in any way preclude City employees from fulfilling commissioner duties for the City as part of their employment and as required to conduct City business.

4. Definitions

In this policy,

- (a) **City** means the City of Pitt Meadows.
- (b) **Commissioner** or **Commissioner for Taking Affidavits** means a person empowered under the *British Columbia Evidence Act* to administer and witness the swearing of oaths or solemn affirmations in the taking of an affidavit for any potential legal matter, or to witness any declaration as required under a statute.



- (c) **Declarant** means a person swearing an oath, making an affirmation or solemn declaration, or requesting a document copy be certified as 'true' by a Commissioner for Taking Affidavits.

5. Policy Statements

5.1. Roles and Responsibilities

- (a) The following City employees are, by virtue of their office, and pursuant to the *Evidence Act*, authorized to act as Commissioners for Taking Affidavits:
- i. Corporate Officer; and
 - ii. Deputy Corporate Officer.
- (b) The Declarant's role is to swear to, affirm, or declare the truth of a statement contained in a document.
- (c) The Commissioner's role is to certify that an oath, affirmation, or declaration has been witnessed and properly administered.

5.2. Prohibitions

- (a) The Commissioner may refuse to sign any document for any reason.

5.3. Procedures and Guidelines

- (a) At their discretion, the Commissioner may witness and execute pension and proof of life documents for residents of Pitt Meadows at no cost.
- (b) The Commissioner must only sign documents that are written in English as they must be able to validate the information that is being sworn.
- (c) At their discretion, the Commissioner may certify documents to be true copies of an original document.
- (d) The Declarant must appear before the Commissioner. If the person is not present in front of the Commissioner, the Commissioner cannot execute the document.
- (e) The Declarant must provide proper identification along with their completed documents. Proper identification includes a valid driver's licence, current passport, or any other government-issued photo identification that includes the Declarant's signature.
- (f) The Declarant must sign the document in the presence of the Commissioner. The Commissioner must not execute or sign any document that has not been signed in their presence.

6. Related Policies

- (a) None identified.