



General Operating Administrative

Title: Commissioner for Oaths and Notary Public Policy	Policy Number: GA-02
Authority: Resolution 2026-205 - July 21, 2026 Council Minutes	Next Review: November 2028

Purpose:

To establish fees for Commissioner for Oaths and Notary Public services provided by the Town of Carrot River and to distinguish between property taxpayers of the Town and non-taxpayers.

Policy:

Commissioner for Oaths and Notary Public services will be provided at **no charge** to property taxpayers of the Town of Carrot River who are in good standing.

Non-taxpayers shall be charged the following fees:

- Commissioner for Oaths: \$10 per document
- Notary Public: \$15 per document

All fees are payable at the time of service.

Exceptions may be granted by Council resolution or at the discretion of the Administrator/CAO only in cases involving community organizations, registered charities, or matters directly concerning the Town of Carrot River.

All fees collected will be receipted and deposited into the Town's general revenue. Staff shall record all Commissioner for Oaths and Notary Public services provided, including applicant name, date, and fee collected.