



Township of Drummond/North Elmsley

Civil Marriage Services Information and Planning Package





**Township of Drummond/North Elmsley
Civil Marriage Services
General Information & Planning Package**

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Civil Marriage Ceremony Applicant's Check List

- Obtain a valid Marriage License in Ontario.
- Complete the Booking Agreement form by contacting the Clerk's Department (see page 10).
- Complete the Pre-Ceremony Information Questionnaire for review with the Officiant (see page 11).
- Review Civil Marriage Ceremony Guidelines.
- Determine a location for the Ceremony.
- Make arrangements for 2 witnesses, preferably over the age of 16. (see page 8).
- Inquire with Officiant relating to your options for Vows for your Civil Marriage Ceremony.
- Choose or prepare personal vows, if this option is chosen, to provide to the Officiant at the Pre-Ceremony meeting.
- Pay for all required fees in accordance with this package (plus those to the Officiant).
- Arrange for any music, videographer, photographer and decorations.

REMINDER:

As part of the process to obtain a Marriage License, it is recommended that you complete an application form for a Marriage Certificate well in advance of the date. Marriage Licenses are good for (3) three months. Forms, fees, etc. will be included with your Marriage License or can be obtained on-line at http://www.ontario.ca/en/life_events/married/004444



Legal Requirements:

The Marriage Officiants have been trained to solemnize civil marriages. The Township's Civil Marriage Service is a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.

Civil Marriage Ceremony:

Civil Marriage Ceremonies are available in English only. The Marriage Officiants will conduct such services at any location in Ontario subject to certain conditions, but are authorized to perform such services anywhere in the Province of Ontario. The Ceremony lasts approximately 20 minutes depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities, etc.

Ceremonies can also be conducted in Council Chambers which also provides an intimate and formal setting. Ceremonies can be provided at any location of your choice.

Same day service for a Civil Marriage Ceremony is possible provided a valid Ontario Marriage License is produced, the availability of a Marriage Officiant, and a preferred location. It is recommended that ceremonies be booked in advance to allow for a Pre-Ceremony meeting at least three (3) days prior to the Ceremony.

The Officiant is available to conduct marriages seven (7) days per week, based on availability.



Civil Marriage Service Guidelines

1. Effective January 1, 2012, the Township of Drummond/North Elmsley will offer civil marriage services. Two (2) qualified Marriage Officiants have been designated and trained to conduct civil marriages.
2. Civil Marriage ceremonies last approximately 20 (twenty) minutes, depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities.
3. Civil Marriages will be conducted in English only at any location within the Province of Ontario. The Officiant is available to conduct marriages seven (7) days per week, based on availability.
4. Services can also be conducted in the Council Chambers at the Municipal Office, 310 Port Elmsley Road, which provides an intimate and dignified setting. Ceremonies at other locations can be held seven (7) days a week.
5. **FEES:** (All fees include applicable taxes and are non-refundable.)
 - a. Payments are to be made to the Municipal clerk and in cash. All fees are **non-refundable**. All fees are payable in advance at the time of booking and require the execution of a Booking Agreement. A \$100 deposit is required to hold a booking date. A blank booking agreement form is included in this package for your reference.

Civil Marriage Solemnization Services:

Monday to Friday within normal business hours (8:30 – 4:30 p.m.)	\$ 350.00
During after hours, weekends and holidays	\$ 400.00
Renewal of Vows Service	\$ 300.00

- b. The Marriage Officiant may charge for travel, accommodation, meals and mileage costs, at their discretion, to attend a ceremony in any approved location, as well as an hourly fee over and above the approximate time allowed for a Civil Ceremony and for participation at a rehearsal, regardless of its location.



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- c. Municipal fees as shown in 5 a. are payable at the time of booking or pre-arranged by both parties. Please note the Civil Marriage service does not include the fee for the Marriage License..
- d. A marriage license can be obtained from most municipal offices in Ontario. Information regarding the application process for obtaining a Marriage License in Ontario can be obtained by accessing the Government of Ontario website or from the Clerk's Office at the most Municipal Offices.
- e. Changes to date and/or time are permitted at no additional charge, provided the location and Officiant is available and are to be received a minimum of two (2) business days prior to the originally scheduled date and time.
6. It is recommended that a request for a Civil Marriage Ceremony be received a minimum of three (3) days prior to the date of the Ceremony. The applicants are required to complete the Civil Marriage Booking Agreement and pay the appropriate fee at the Municipal Office. As well, applicants are required to complete a Pre-Ceremony Information Questionnaire with the Marriage Officiant.
7. The Marriage Ceremony lasts approximately 20 minutes. Plan to arrive at least 15 minutes prior to the Ceremony to allow time for review of final details.
8. A Pre-Ceremony meeting with the Marriage Officiant is required and lasts approximately 15 minutes and is to be scheduled at least three (3) days prior to the ceremony (exception as noted in No. 6 above). Please ensure you have the following available for the Officiants at this meeting:
- ✓ Both parties are required to be in attendance and provide birth certificates, along with 2 pieces of photo identification (i.e. passport, driver's license);
 - ✓ Bring completed copy of Civil Marriage Service Booking Agreement (with receipt);
 - ✓ If specific vows are to be included, please provide a written copy to the Officiant;
 - ✓ Bring a valid Marriage License (with receipt) issued in the Province of Ontario (date issued must be within three (3) months of ceremony).
- It is preferred only the couple meets with the Marriage Officiant during this session.*



Please Note:

It is the Applicants' responsibility to provide an interpreter if they do not speak English and/or require language assistance. The interpreter cannot be one of the witnesses. The interpreter shall be required to sign a form confirming that he/she has interpreted the wedding ceremony.

There is no minimum age requirement for a witness, however, it is suggested they should be at least 16 years of age, as a witness should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required. It is the Applicant's responsibility to provide the witnesses.

The Record of Solemnization of Marriage provided at the ceremony is not a legal record. Approximately 12 weeks after the ceremony you may apply to the Office of the Registrar General to obtain an official Certificate of Marriage. The appropriate form is included with the Marriage License that was issued to the applicants.

9. Alcohol or stimulants are not to be used by the Applicants or their witnesses prior to or during the Ceremony. If the Officiant has reason to believe that alcohol or other stimulants have been used, the Ceremony will not proceed.
10. Music will be permitted at certain times throughout the Ceremony, and is to be determined during the Pre-Ceremony meeting. When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion. This only applies if the ceremony is taking place during business hours at the municipal office.
11. A maximum of 25 guests (not including the wedding party) can be accommodated in the Council Chambers should this location be used for a civil marriage ceremony.
12. Videotaping of the Ceremony may be permitted subject to certain limitations at the discretion of the Officiant.
13. No confetti, rice, bubbles etc. are allowed in the Council Chambers or on municipal property. Smoking and/or use of candles are not allowed in or on the Municipal Office property.



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14. For use of the Council Chambers at the Municipal Office, minimal decorations are permitted (e.g. flowers, balloons). They may be placed 30 minutes prior to the Ceremony and removed within 30 minutes of the conclusion of the Ceremony. Use of decorations that are to be affixed to walls or furniture (i.e. tape, staples, nails, etc.) are not permitted.
 15. The Council Chambers may only be used for civil marriage ceremonies conducted by a Township of Drummond/North Elmsley Marriage Officiant. The Chambers will only be made available for a maximum of one and one-half hours per ceremony.



Frequently Asked Questions:

1. What documents are needed for a Civil Marriage Service?

Before meeting with the Marriage Officiant you should have completed and paid for your Ontario Marriage License (valid for three (3) months following its date of issue), which you should show the Officiant. You should have also completed the Booking Agreement Form with staff at the Municipal Office.

2. Who may officiate at our wedding?

For a Civil Marriage, only one (1) of the Township's appointed Officiants may perform the ceremony.

3. What would it cost to be married at my home on the lake on Saturday? (All fees include applicable taxes and are non-refundable.)

Example 1: Location within Municipal boundaries:

• Marriage License issued in Drummond/North Elmsley	\$100.00
• Ceremony on a Saturday or after hours	<u>\$400.00</u>
	TOTAL \$500.00*
* Plus Officiant incurred expenses, if applicable.	

Example 2: Location in Council Chambers: (All fees include applicable taxes.)

• Marriage License issued at another Municipality	\$ 0
• Ceremony in the Council Chambers during the week	<u>\$350.00</u>
	TOTAL \$ 350.00*
* Plus Officiant incurred expenses, if applicable.	

4. Does the Municipality offer “same day service” for a Ceremony?

Same day service for a Civil Marriage Ceremony is possible provided a valid Ontario Marriage License is produced, the availability of a Marriage Officiant, and a preferred location. It is recommended that ceremonies be booked in advance to allow for a pre-ceremony meeting at least three (3) days prior to the Ceremony.



5. Where can we hold our wedding?

Our Marriage Officiants will perform a ceremony anywhere within the jurisdiction of the Ontario. Ceremonies may also be held at the Township Office in the Council Chambers, based on availability.

6. Do we have to purchase our Ontario License in Drummond/North Elmsley to be married in Drummond/North Elmsley?

No. You may purchase an Ontario License anywhere in the Province of Ontario to be married anywhere in the Province of Ontario.

7. Are witnesses required for a Civil Marriage Ceremony?

Yes, all couples must have two (2) witnesses, over the age of 16, present during the ceremony.

8. May we include readings from the Bible or have a Blessing at our ceremony?

While the Marriage Officiant may not perform any type of religious ceremony in keeping with the spirit of the Ontario Marriage Act which requires civil ceremonies to be “non-denominational”, couples may wish to have someone other than the Officiant provide a reading or a blessing.

9. Will Marriage Officiants marry same-sex partners?

Yes, there is a constitutional requirement in Ontario to issue marriage licenses to, and solemnize civil marriages of same-sex couples.

10. Who registers our Civil Marriage?

After the ceremony all parties must sign the Record of Solemnization (to be retained by the couple) and the Statement of Marriage, both are included on the license. The Marriage Officiant will ensure all documentation is delivered to the Municipal Office following the ceremony so it can be forwarded to the Office of the Registrar General in Thunder Bay within two (2) business days to register your marriage with the Province of Ontario.



Main application form with sections for APPLICANT, JOINT APPLICANT, and signature blocks. Includes fields for names, marital status, birth information, and addresses.