



CORPORATION OF THE TOWNSHIP OF PRINCE

MARRIAGE SOLEMNIZATION BY-LAW 2024-21

A BY-LAW TO ENDORSE THE CLERK OF PRINCE TOWNSHIP TO SOLEMNIZE CIVIL MARRIAGE CEREMONIES IN THE PROVINCE OF ONTARIO.

WHEREAS Ontario Regulation 285/04, under the Marriage Act, 1990, states that the Clerk of a local municipality is authorized to solemnize marriages under the authority of a license; and

WHEREAS Section 10 (1) of the Municipal Act, 2001, as amended, provides that a single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

WHEREAS the Council of the Corporation of Prince Township deems it desirable to designate the Clerk to provide civil marriage solemnization services within and outside of Prince Township, in The Province of Ontario;

NOW THEREFORE the Council of The Corporation of Prince Township enacts as follows:

1. That the Council of the Corporation of Prince Township direct that the civil marriage solemnization service be implemented.
2. That the Council of Prince Township authorize the Clerk, to provide the service of solemnizing marriages in the Province of Ontario under the authority of the Marriage Act, 1990.
3. That Council recognizes that the Clerk is authorized to solemnize marriages for as long as they hold the position of Clerk, as set out under Ontario Regulation 285/04, and the Marriage Act, 1990, for the Province of Ontario.
4. That the Clerk may, at their discretion, solemnize civil marriages at times and locations which are agreeable to both parties.
5. That the detailed fee structure for civil marriage services form part of Prince Township's Fees and Charges By-law.
6. That any previous by-law which conflicts with the provisions of this by-law shall be hereby repealed.
7. Any provision of this By-law which is found by any court of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.

8. The Clerk shall have the authority to affect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, or descriptive nature to this By-law as are deemed necessary.

9. The Short Title of this By-law is the "Civil Marriage By-law".

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed

this 14th day of May 2024.



Enzo Palumbo, Mayor



Jillian Hayes, CAO, Clerk - Treasurer

POLICY AND PROCEDURE MANUAL

SCOPE

Council adopted By-law 2024-21 on May 14, 2024, being a By-law to endorse the Clerk of Prince Township to solemnize civil marriage ceremonies in the Province of Ontario.

The purpose of this Policy is to provide guidelines and expectations for the performance of civil marriage solemnizations and applies to both officiants performing ceremonies and for couples purchasing the marriage solemnization services.

This policy is intended to supplement any by-law adopted by Council authorizing civil marriage services. This policy neither repeals nor replaces said authorizing by-law.

1. Definitions

“Act” means the *Marriage Act*, R.S.O. 1990, c. M.3, as amended.

“Civil Marriage Ceremony” means a non-religious, legal marriage ceremony officiated by an Ontario Judge, Justice of the Peace, or Municipal Clerk under the authority of a marriage license and in accordance with the *Marriage Act*, R.S.O. 1990, c. M.3 (the Act).

“Clerk” means the Clerk appointed by the Council of Prince Township.

“Officiant” or “Solemnizer” means the person who officiates at or solemnizes a civil marriage ceremony.

“Township” means The Corporation of Prince Township.

2. General Provisions

- a. Civil marriage ceremonies must be booked a minimum of three (3) weeks in advance in order to permit time for the Officiant to meet with the couple and make the necessary arrangements.
- b. Applicants must complete and submit the Marriage Solemnization Application at the time of booking and pay the Deposit of \$100.00. The application must be signed by both applicants.
- c. No marriage shall be solemnized until the couple has provided the solemnizer with the marriage license. A marriage license must be purchased from a registered issuer (such as the township) and presented a minimum of three days prior to the ceremony.
- d. The Township Council Chambers may be used for the ceremony when a Township employee is present within the building.

- e. Information about civil marriage solemnization is available on the Township's website and will include details such as contact information.

3. Application for Civil Marriage Ceremony

- a. The application for a civil marriage ceremony, attached hereto, is to be received by the Clerk at least three weeks prior to the intended date of marriage.
- b. Applications must be signed by both applicants.
- c. Prior to submitting the application, the applicants will confirm the date and time with the Clerk.
- a. The completed application must be accompanied by a deposit of \$100.00.

4. Civil Marriage Ceremony

- a. All civil marriage ceremonies will be non-denominational, and no religious or spiritual connotations will be made unless requested by the applicants.
- b. The mandatory declarations provided under the Marriage Act will be incorporated into all civil marriage ceremonies.
- c. Personal vows, readings, music and/or decorations will be permitted subject to the approval of the Officiant.
- d. If the Officiant has any reason to believe that alcohol or other stimulants have been used, the ceremony will be subject to immediate cancellation.

5. Location and Availability

- a. Civil marriage ceremonies will be conducted by the Clerk, subject to their availability.
- b. The Officiant retains the right to refuse to conduct a ceremony at a time or in a location which has not been previously agreed on. Changes to the date or venue will not be permitted without due notice to the officiant.
- c. Ceremonies may take place either at an agreed upon location within the Province of Ontario, which is conducive for a marriage ceremony, or in the Council Chambers at Prince Township Municipal Office.

6. Fees and Payment

- a. The fee charged for a civil marriage solemnization will be established by Council and included in the Township's Fees and Charges By-law, which is subject to change from time to time.

- b. A \$100 deposit will be required at the time of booking.
- c. The fee for civil marriage ceremonies will be paid to Prince Township in advance by way of cash, cheque, or e-Transfer.
- d. Additional fees for mileage or other expenses incurred by the Officiant will be paid in full prior to the marriage taking place.
- e. Couples will not be asked by the Officiant to pay any additional fees outside of those listed herein.
- f. Where a scheduled ceremony has been cancelled by the couple, the Township has the right to retain any deposit paid.

**PRINCE TOWNSHIP MARRIAGE
SOLEMNIZATION APPLICATION**

Applicant 1

Applicant 2

Last Name

First and
Middle Names

Home Address

Phone Number

Intended Date and Location of Marriage Ceremony

Name of Officiant

Date Received

By signing below, the applicants consent to defend and indemnify Prince Township and the Officiant against any claim for loss or damage incurred as a result of the solemnization services provided. The applicants agree that the Officiant, Prince Township, its officers, or agents, will not be held responsible or liable for personal injury or damage, nor for the theft or loss of any personal property of anyone attending the ceremony. The applicants jointly agree that they have read and understand the Civil Marriage Policy attached and agree to abide by all applicable law as it relates to the solemnization services.

Applicant 1 Signature

Applicant 2 Signature

FOR OFFICE USE ONLY:

Marriage License No: _____ Deposit Received: _____

**PRINCE TOWNSHIP
CIVIL MARRIAGE SOLEMNIZATION POLICY**

FEE SCHEDULE

(this schedule to be incorporated into the Fees and Charges By-law)

License Fee	\$125.00
Marriage Solemnization Fee (includes \$100/deposit)	\$300.00
Rehearsal Fee (Optional)	\$150.00
Offsite Ceremonies (Optional)	\$100.00

The above fee includes up to two meetings between the Officiant and both applicants, the wedding rehearsal, and the ceremony.

NB: The deposit will be retained by the Township if the event is cancelled by the applicants after meetings have taken place. The deposit will be fully refunded if the Officiant or the municipality cancels their commitment to the applicants.

All fees to be paid in full prior to the wedding.

The Marriage License must be purchased separately.

The Officiant, as an employee of the municipality, will receive their regular hourly rate for the preparation time, meeting with applicants, rehearsal, and ceremony to ensure compensation for time spent.

The Officiant will also be compensated for mileage for travel to offsite ceremonies. Mileage will be calculated by the Officiant for inclusion in the final payment.