

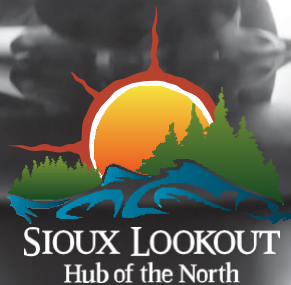
MUNICIPAL

CI  IL
Ceremonies

Information & Planning

PACKAGE

The Municipality of Sioux Lookout
P.O. Box 158, 25 Fifth Avenue
www.siuoxlookout.ca



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Civil Marriage Services

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Civil Marriage Ceremony

Applicants' Checklist

- Determine a location and time for your ceremony
- Confirm that your date is available with the Municipal Clerk (807-737-2700 or clerk@siouxlookout.ca)
- Arrange for a meeting with your Commissioner to discuss details of the ceremony. (minimum of five (5) days prior to ceremony)
 - Bring your completed booking agreement along with applicable payment (cash, cheque, debit, Visa/MasterCard) to the Municipal Office at 25 Fifth Avenue.
 - If you have your own personal vows you will need to provide these to the Commissioner well in advance; keeping in mind our Commissioners are performing your ceremony and are not “wedding planners.”
- Deliver application form to the Municipal Office Clerk's Department for your Marriage Licence and pay licence fee.
- Make arrangements for two (2) witnesses, over the age of 16. (If you require privacy of your ceremony, witnesses can be arranged that are confidential.)
- If required, make arrangements for an Interpreter for the Ceremony.
- Review Civil Marriage Service Guidelines (see pgs. 4 & 5)
- Arrange for any music, photographs and flowers.
- Pay for all required Municipal fees in accordance with this package (in addition to those that may be charged by the Commissioner, ie. Travel time, travel mileage, rehearsal fee and a late fee.)

*Remember to bring your Marriage Licence (and the envelope provided) on the day of your ceremony for the Commissioner as these documents are required for the service and will be mailed thereafter

** Apply to the Office of the Registrar General in Thunder Bay approximately three months following the ceremony for a marriage Certificate, or visit the online site: http://www.ontario.ca/en/services_for_residents/ONT06_025764.html

Civil Marriage Service

Guidelines

The Municipality of Sioux Lookout offers Civil Marriage Solemnization Services to those who are eligible, and who wish to be married in a Civil Ceremony.

Legal Requirements:

In the Province of Ontario, the *Marriage Act* give the Municipal Clerk the powers to solemnize civil marriage solemnization. The Clerk may perform the ceremonies directly or may delegate his/her power to "Marriage Commissioners." The Marriage Commissioners designated and trained by the Clerk, will act as Officiants to solemnize the Civil Marriage. The Civil Marriage Service will be a non-denominational ceremony, which adheres to the requirements of the *Marriage Act*.

- 1) Ceremonies will be conducted by the Marriage Commissioner. Ceremonies may be held anywhere within the boundaries of the Municipality of Sioux Lookout and the surrounding unincorporated area, subject to confirmation by the Marriage Commissioner. Ceremonies can also be conducted in the Council Chambers at the Municipal Office which provides a pleasant setting.
- 2) Marriage Commissioners are available to perform ceremonies 7 days a week based upon availability.
- 3) It is preferred that a request for a Civil Marriage Ceremony be received by the Corporate Services Department a minimum of 21 days prior to the date of the Ceremony.
- 4) Requests to change the date and/or time must be received a *minimum of 14 days* to the originally scheduled date and time. Approval of such requests will be subject to the availability of the Marriage Commissioner and if applicable, the venue.
- 5) Civil Marriage Ceremonies are only performed in English. Interpreters are able to translate the Ceremony for you and must sign a form to indicate they have performed this service. The Municipality is not responsible or able to procure an interpreter for you. *Your interpreter cannot be one of your witnesses.*
- 6) The Pre-Ceremony meeting with the Marriage Commissioner lasts approximately 30 minutes and is to be scheduled at least five (5) days, or at the discretion of the Marriage Commissioner. It is preferred that only the couple meets with the Marriage Commissioner during this session.

****Please ensure you have the following available for the Commissioner at this meeting:**

- Details of ceremony (ie. Flowers, vows, rings, readings, number in wedding party, number of guests)
- If specific vows are to be included, provide a copy to the commissioner.
- If an Interpreter is to be used, provide applicable information to the commissioner with details
- Provide a valid Marriage Licence issued in the Province of Ontario (date issued must be within 3 months of the intended ceremony date)

Civil Marriage Service Guidelines Continued

- 7) Marriage licences can be purchased from the Municipality of Sioux Lookout. The Municipality of Sioux Lookout cannot issue a new licence “after-hours”, in the event it is forgotten, lost or damaged.
- 8) Plan to arrive at least 15 minutes prior to the ceremony to allow time to review of final details
- 9) In order to maintain the dignity of the Civil Marriage Ceremony appropriate attire should be worn for the occasion.
- 10) Photographs during the Ceremony may be taken should the couple so desire as well as during the signing of the Register, and/or when the ceremony is complete. Videotaping of the Ceremony may be permitted subject to certain limitations at the discretion of the Marriage Commissioner.
- 11) Ceremonies held in the Council Chambers last from a few minutes to a half hour, depending on the vows chosen, and related considerations. Council Chambers can accommodate a maximum of 20 guests.
- 12) Confetti, rice, bubbles, etc. are not allowed in the Council Chambers or on Municipal grounds.
- 13) Minimal decorations are permitted in the Council Chambers (e.g. flowers, balloons.) They may be placed 15 minutes prior to the Ceremony and removed within 15 minutes of the conclusion of the Ceremony. Decorations that require to be affixed to the walls or furniture (i.e. tape, staples, nails, etc.) **are not** permitted.
- 14) The Applicants agree that the Municipality of Sioux Lookout will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending the Ceremony.

Civil Marriage Service

Fees

The following fees apply for Civil Marriage Solemnization Services.

- **\$425 (plus HST) – Monday to Friday (within our jurisdiction)**
- **\$475 (plus HST) – Saturday and Sunday (within our jurisdiction)**
- **\$600 (plus HST) – Monday to Sunday (Outside boundaries/including on a boat)**
- **\$250 (plus HST) – Renewal of Vows – Flat Rate, Monday to Sunday**

Additional Fees:

The Marriage Commissioner will charge for travel and mileage costs at his/her discretion to attend a ceremony in locations. There will also be an additional hourly fee over and above the approximate time allowed for a Civil Ceremony and for participation at a rehearsal, regardless of its location. Fees are paid directly to the Commissioner at the rate of: \$0.68 per kilometer (return) from his/her residence to the ceremony location; \$50 for every additional hour outside service time.

***Please note:** Fees referred to above (“Additional Fees”) are separate and apart from the Municipality’s fees and as such shall be paid directly to the Marriage Commissioner by the applicant.

****The Municipality of Sioux Lookout fees are payable to The Corporation of the Municipality of Sioux Lookout at the time of the booking.** Please note that Civil Marriage Solemnization Service does not include the fee for the Marriage Licence or use of the Council Chambers. Fees may be paid by cash, cheque, debit and certain credit cards in the **Municipal Finance Department**.

- **\$160 (no tax) – Marriage Licence Fee**
- **\$100 (plus HST) – Council Chambers Rental (per ceremony and is not available on weekends)**

**** Requests to change the date and /or time of a confirmed ceremony must be received a minimum of two (2) weeks prior to the originally scheduled date and time. Approval of such requests will be subject to the availability of a Marriage Commissioner and if applicable, a venue.**

Cancellation Policy and Refunds

- Cancellations made 121 days or more from the date of the original booked ceremony will receive a refund of their ceremony cost less a \$50 administrative fee.
- Cancellations made 31-120 days from the date of the original booked ceremony will be subject to a partial penalty – 50% refund.
- Cancellations made less than 30 days prior to the date of the original booked ceremony will result in full penalty – no refund, no exceptions.
- **NO REFUND** will be issued if the applicant(s) fail to appear for the ceremony and the couple will be subject a \$100 administrative fee.



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CIVIL MARRIAGE CEREMONY BOOKING AGREEMENT

NOTE: Full Payment of the appropriate fee is required at time of booking.

Please Print Clearly:

1. Name of Applicants _____

2. Mailing Address _____

3. Primary Phone No. _____ Name: _____ Secondary No. _____

Name: _____

4. Email Address _____

5. Intended Date & Time of Ceremony: Month: _____ Day: _____ Year _____ @ _____ a.m. / p.m.

6. If Marriage License has been issued, date of issue: _____ Lic# _____
(valid for 3 months)

7. Is Council Chambers being used? _____, If Yes: \$100 plus HST (\$13) TOTAL:\$113

If not, identify exact location/address of ceremony _____

8. Is this location within the Municipality of Sioux Lookout boundaries? Yes: _____ No: _____

9. Fee \$ _____ (plus HST) \$ _____ TOTAL: \$ _____ GRAND TOTAL: \$ _____

Code 4.1.122.1112.0575

10. Travel Time/Rehearsal Fees will be charged and are to be paid directly to Commissioner.

Signature of Applicant: _____ **Date:** _____

By signing this form, I acknowledge I have read and understand the cancellation policy with respect to fees as outlined on page 5 of the Civil Marriage Information Package.

OFFICE USE ONLY:

Signature of Clerk's Office Representative: _____

Full Amount Paid \$ _____ **Date Paid:** _____

*Personal Information on this form is collected under the authority of Section 10 of the Municipal Act, 2001, S.O. 2001, c. 25, and the Marriage Act, R.S.O. 1990, c.m.3 and will be used for the purpose of this Application only

Pre-Ceremony Application Checklist with the Marriage Commissioner

- Names of Marriage Partners _____ / _____
- Contact information: Telephone _____ Email _____
- Marriage Licence with Receipt – copies YES NO
- Date and Time of Ceremony: _____ Arrival time: _____
- Location of Ceremony: _____ /Address _____
- Rehearsal: YES NO Cost: \$ _____ Mileage/Travel _____
- Ceremony type: _____
- Arrangement for couple: standing/seated _____
- Entrance (with whom) _____ Relationship: _____
- Set up for guests _____ Table for Register YES / NO
- Number of guests _____ Number in wedding party _____
- Names of Witnesses (2) _____ & _____
- Confetti, Rice, Bubbles, etc. _____ Decorations _____
- Greetings to guests by Commissioner? YES / NO wording? _____
- Vows: Standard/Personal Microphone required YES / NO
- Reading, Prayer, etc. by wedding party/family/friend, who & what? (attach copy) _____
- Wording for ceremony, i.e. “husband/wife”, “partners”, or “these two people”
- Rings: None, 1 or 2 – held by? _____
- Music: _____ How to be introduced following ceremony _____
- Photographs/Photographer? Who _____ Where _____ When _____
- Interpreter required YES / NO Interpreter’s Name: _____
- Food/Alcohol Set-up (caution) _____
- Commissioner attire Robe _____ Other _____
- Other/Comments _____

Applicant’s Signature: _____

Co-Applicant’s Signature: _____

Frequently Asked Questions

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

Before meeting with the Marriage Commissioner 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 Commissioner.

2. *Who may officiate at our wedding?*

For a Civil Marriage, the Municipality's appointed Marriage Commissioners may perform the ceremony.

3. *Where can we hold our wedding?*

Our Marriage Commissioners will perform a ceremony anywhere within the jurisdiction of the Municipality of Sioux Lookout, and its surrounding unincorporated area. Ceremonies may also be held at the Municipal Office in the Council Chambers, based on availability.

4. *Are witnesses required for a Civil Marriage Ceremony?*

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

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

No, in keeping with the spirit of the *Ontario Marriage Act* which requires civil ceremonies to be "non-denominational" the Marriage Commissioner or any other person may not perform any type of religious ceremony.

6. *Will Marriage Commissioners marry Same-sex Partners?*

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

7. *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 licence. The Marriage Commissioner 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.

- a. Should applicants require a confidential ceremony, witnesses may be provided for an additional fee, if applicable.
- b. The Applicants are responsible 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.
- c. If personal vows are used, a copy is to be submitted to the Marriage Commissioner for review. Please provide a written copy at the time you attend the pre-ceremony meeting.
- d. Marriage Commissioners attire can be discussed and agreed-upon by the Marriage Commissioner and the couple (robe, suit or).



SIoux LOOKOUT

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MUNICIPALITY OF SIOUX LOOKOUT COUNCIL CHAMBERS



Council Chambers



Sitting Area outside Council Chambers