

THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-15

being a by-law to authorize the Municipal Clerk (or Designate) for the Township of Cramahe to provide civil marriage solemnization services

Whereas Ontario Regulation 285/04 states that the Clerk of a local municipality is authorized to solemnize marriages under the authority of a license; and

Whereas Council considers it desirable to have civil marriage solemnization services performed as a service in the Province of Ontario,

Now therefore be it resolved that the Council of the Township of Cramahe hereby enacts the following:

1. That the Council of the Corporation of the Township of Cramahe does hereby direct that the civil marriage solemnization service be implemented; and
2. That Council recognizes that the Municipal Clerk (or Designate) is authorized to solemnize marriages for as long as they hold the position of Municipal Clerk, as set out under Ontario Regulation 285/04 and the Marriage Act, R.S.O. 1990, Chapter M.3 for the Province of Ontario; and
3. That Appendix 'A' detailing guidelines for services form part of this by-law; and
4. That the Municipal Clerk (or Designate) may, at her discretion, solemnize civil marriages at times and locations which are agreeable to both parties; and
5. That this by-law shall come into force and effect upon the date of passage.

Read a first, second and third time, and finally passed this 4th day of February 2020.

  
Mandy Martin, Mayor

  
Joanne Hyde, Clerk

# THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

## By-law Number 2020-15

### APPENDIX 'A' – Guidelines Civil Marriage Solemnization

1. Ceremonies will be conducted by an appointed officiate of the Township of Cramahe ceremonies can take place at either:

Township of Cramahe Municipal Office  
1 Toronto St. PO Box 357  
Colborne, ON, K0K 1S0  
(subject to its availability during regular working hours)

- OR -

at an agreed upon location on week nights, Saturdays or Sundays, depending upon availability of the officiant.

2. Fee - cash, money order or cheque to be paid to the Township of Cramahe a minimum of 5 days prior to the ceremony date:
  - a. \$200.00 if ceremony is held in Council Chambers;
  - b. \$250.00 all other locations;
  - c. Travel at Canada Revenue Agency Automobile Allowance Rate (\$0.54 per km for 2017); and
3. A request for a civil ceremony is to be received at least seven days prior to the date of the ceremony.
4. An agreed upon civil marriage ceremony, incorporating all mandatory declarations under the Marriage Act, R.S.O., 1990 will be used at all civil marriages. The ceremony will take approximately 15 minutes. Plan to arrive at least 30 minutes prior to the ceremony to allow time to review final details.
5. Changes to date and/or time are allowed at no additional charge provided that the location and officiate are available. No refund will be issued if the ceremony is cancelled on the day of the ceremony, or the applicant(s) and witnesses do not show up for the ceremony.
6. Pre-ceremony meeting. (approximately 30 minutes)
  - a. to be scheduled prior to the ceremony
  - b. both parties must be in attendance and provide photo identification information for a civil marriage ceremony to be completed

- c. Marriage Licence to be presented (date issued to be within 3 months of ceremony)
- d. fee to be paid in full.
- e. Minimal decorations are permitted (e.g. flowers, balloons) when the ceremony takes place in the municipal office. They may be placed 15 minutes prior to the ceremony and removed within 15 minutes of the conclusion of the ceremony.

**NOTES:**

1. There is no minimum age requirement for a witness, however, it is suggested they 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.
2. If personal vows are to be made, they are to be reviewed by the officiant prior to the ceremony. Bring a written copy to the pre-ceremony meeting.
3. If the officiant believes that, based on what he or she knows or has reasonable grounds to believe, that either of the parties lacks mental capacity to marry by reason of being under the influence of intoxicating liquor or drugs or for any other reason, the ceremony will not proceed.
4. The Record of Solemnization of Marriage given at the ceremony is not a legal record.
5. Wedding venues outside the boundaries of the Township of Crahame are subject to an additional fee to cover travel expenses of the officiant.

I have read the above guidelines and agree that the Municipal Clerk (or Designate) will conduct a civil marriage solemnization service on the following:

**Applicant# 1 Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Applicant# 2 Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Marriage License Number:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Note: Marriage licences are valid for 3 months only**

**Fees paid:  YES /  NO**

*Personal Information on this form is collected under the authority of the Municipal Act and regulations under the Marriage Act, 285/04, and will be used to perform a civil marriage ceremony.*