



DRYDEN

BLAZE YOUR TRAIL | MII-KIN-AA-KAN

City of Dryden Civil Marriage Services



Information and Planning Package

Civil Marriage Ceremony Applicant's Check List

- Obtain a valid Marriage License in Ontario. (a Marriage Licence Application form needs to be filled out to receive the Marriage Licence) For information on this process, contact Service Ontario for the Application or local Municipal Clerk's Office.
- Complete the Booking Agreement form for a City of Dryden Civil Marriage Service by contacting the Clerk's Office at City Hall.
- Pay for all required fees in accordance with this package (plus those to the Commissioner).
- Review Civil Marriage Ceremony Guidelines.
- Determine a location for the Ceremony.
- Make arrangements for 2 witnesses, preferably over the age of 16.
- If required, please make arrangements for an interpreter for the Ceremony.
- Choose Vows for your Civil Marriage Ceremony. (we can provide you with options)
If you prefer personal vows, please provide to the Commissioner at the pre-ceremony meeting.
- Arrange for any music, videographer, photographer and decorations.

Civil Marriage Service Guidelines and Fees

1. The City of Dryden offers civil marriage services. Through the delegation of the City Clerk's authority, a qualified Marriage Commissioner has been designated and trained to conduct civil marriages for the City of Dryden. The service is a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.
2. Civil Marriages will be conducted in English only at any location within the City of Dryden municipal boundaries and the surrounding unincorporated area, subject to confirmation by the Marriage Commissioner. The Commissioner is able to conduct marriages seven (7) days per week, based on availability.
3. Services can also be conducted in the Council Chambers at City Hall, 30 Van Horne Avenue. The Council Chambers are only available during regular business hours 8:30 a.m. to 4:30 p.m., Monday to Friday subject to availability. However, ceremonies at other locations can be held seven (7) days a week. It is recommended that a request for Civil Marriage Ceremony be received a minimum of seven (7) days prior to the date of the Ceremony. The applicants are required to complete the Civil Marriage Booking Agreement and pay the appropriate fee. Every attempt will be made to accommodate same day service however this will be dependent upon the availability of a Marriage Commissioner and the preferred location.
4. A Pre-ceremony meeting with the Marriage Commissioner is recommended prior to the ceremony. Please ensure you that if you have specific vows to be included that you provide a written copy to the Commissioner. *It is preferred only the couple meets with the Marriage Commissioner during this session.*
5. Plan to arrive at least 15 minutes prior to the Ceremony to allow time for review of final details.
6. Alcohol or stimulants are not to be used by the Applicants or their Witnesses prior to or during the ceremony. If the Commissioner has reason to believe that alcohol or other stimulants have been used, the ceremony will not proceed.
7. Music will be permitted at certain times throughout the ceremony and is to be determined during the pre-ceremony meeting.

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.

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 Applicants' responsibility to provide the witnesses.

The Record of Solemnization of Marriage provided at the ceremony is not a legal record. 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.

Fees:

1. All fees are subject to H.S.T. Payments can be made at City Hall and can be done by certified cheque, cash, debit/credit card. On-line payments at www.dryden.ca are also permitted. All fees are payable in advance at the time of booking and require the execution of a Booking Agreement. The fees for Civil Marriage Services are approved by Council and are as follows:

Civil Marriage Solemnization Services:

Monday to Friday within City of Dryden limits	\$343.00 plus HST
Saturday and Sunday within City of Dryden limits	\$396.00 plus HST
Any day outside City of Dryden boundaries	\$546.00 plus HST
Renewal of Vows Service	\$230.00 plus HST
Rental of Council Chambers per Ceremony	\$80.00 plus HST

Note: The above prices do not include the \$146.00 fee for a marriage licence.

2. The Marriage Commissioner will 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.

Please note: These fees are separate and apart from the City's fees and as such shall be paid directly to the Marriage Commissioner by the applicant.

3. The fee for a Marriage License is \$146.00. More 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 City Hall.

Changes and Cancellations

1. Changes to date and/or time are permitted, provided the Commissioner and Council Chambers, if booked, are available. An administration fee of \$50.00 will be applied.
2. Cancellation made less than 30 days prior to date of booked ceremony = no refund.
3. Cancellation made 31 – 120 days prior to booked ceremony = 50% refund of solemnization fee.
4. Cancellation made 121 days or more prior to booked ceremony = refund of solemnization fee less \$50 administration fee.
5. No refund will be issued if the applicant(s) fail to appear for the ceremony.

Guidelines regarding the use of Council Chambers:

1. A maximum of 20 guests (not including the wedding party) can be accommodated in the Council Chambers should this location be used for a Civil Marriage ceremony.
2. 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 City Hall property.
3. For use of the Council Chambers at City Hall, minimal decorations are permitted (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. Use of decorations that are to be affixed to walls or furniture (i.e. tape, staples, nails, etc.) are not permitted. The City of Dryden will provide silk flower arrangements.
4. The Applicants, as the renters of the Council Chambers for the Civil Marriage Ceremony, hereby consent to defend and indemnify The Corporation of The City of Dryden for any loss or damages incurred by their invitees. The applicants agree that The Corporation of The City of Dryden will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property of anyone attending on the invitation of the Applicants.
5. The renter shall be responsible for the conduct and supervision of all persons admitted to Council Chambers and shall ensure that all regulations pertaining to the event are strictly followed.



The Corporation of The City of Dryden
 30 Van Horne Avenue
 Dryden, ON P8N 2A7
 Telephone: (807) 223-1147
 Fax: (807) 223-3999 or visit www.dryden.ca

Applicant's Name	
Co-Applicant's Name	
Primary Contact Telephone Number:	Email Address:
Date of Ceremony (mm/dd/yyyy):	Time of Ceremony:
Ceremony Location:	
Is this location within City boundaries?	

Fee: _____ Plus HST
 Rental of Council Chamber (if required): _____ Plus HST
 Subtotal: _____
 HST: _____
 Total: _____

- * **Travel/Mileage/Time/Rehearsal Fees may be charged and are to be paid directly to the Commissioner.**
- * **CHANGE/CANCELLATION FEES:** Requests to change date/time = \$50 fee when applicable.
 Cancellations made less than 30 days prior to date of booked ceremony = non-refundable.
 Cancellation made 31 – 120 days prior to booked ceremony = 50% refund of solemnization fee.
 Cancellation made 121 days or more prior to booked ceremony = refund of solemnization fee less \$50 admin fee. No refund will be issued if the applicant(s) fail to appear for the ceremony.

The applicants acknowledge that they have read the City of Dryden Civil Marriage Guidelines as attached hereto and shall adhere to the requirements established with respect to the provision of civil marriage services by the City of Dryden.

Signature of Applicant	Date
Signature of Co-Applicant	Date

<i>Office Use Only:</i>		<i>Marriage Ceremony Confirmation:</i>	
Name of Commissioner:		Ceremony Date:	
Signature of Clerk's Office Representative:		Marriage License Number:	
Date Paid:	Receipt#	Date Paid:	



Frequently Asked Questions:

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

A completed booking agreement with the City of Dryden and an Ontario Marriage Licence.

2. ***What would it cost to be married at my home on a Saturday?***

Example 1: Location within City boundaries:

- Marriage License issued in Dryden\$ 146.00
- Ceremony on a Saturday (within the boundaries of the city)..... \$ 396.00 (plus HST)
- TOTAL \$ 542.00*

* Plus Commissioner incurred expenses, if applicable.

Example 2: Location in unincorporated territory:

- Marriage License issued in Dryden \$ 146.00
- Ceremony on a Saturday (in unincorporated area)..... \$ 546.00 (plus HST)
- TOTAL \$ 692.00*

* Plus Commissioner incurred expenses, if applicable.

3. ***Does the City offer "same day service" for a Ceremony?***

We will attempt to accommodate the couple, based on the availability of a Marriage Commissioner and location, i.e. availability of Council Chambers or alternate site.

4. ***Where can we hold our wedding?***

Our Marriage Commissioner will perform a ceremony anywhere within the jurisdiction of the City of Dryden and its surrounding unincorporated area. Ceremonies may also be held at City Hall in the Council Chambers, based on availability.

5. ***Do we have to purchase our Ontario License in Dryden to be married in Dryden?***

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

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

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

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

While the Marriage Commissioner 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 Commissioner provide a reading or a blessing.

8. ***Will the Marriage Commissioner 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.

9. ***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 Commissioner will ensure all documentation is delivered to City Hall 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.

City of Dryden Marriage Commissioner



Ms. Mardi-Lee Plomp is a retired teacher and former principal of 31 years. She is an active volunteer in the community in a variety of capacities, all of which contribute and complement the necessary skills to perform civil marriage ceremonies.

The City of Dryden Marriage Commissioner is a warm, welcoming, and professional person who will do her utmost to ensure the right ambiance at every wedding she conducts.

