



## **City of Dryden Civil Marriage Services**



## **Information and Planning Package**



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](http://www.dryden.ca)

**City of Dryden  
Civil Marriage Services  
General Information & Planning Package**

**Table of Contents**

Applicant’s Check List .....3

Civil Marriage Service Guidelines .....5

Civil Marriage Booking Agreement .....9

Frequently Asked Questions ..... 10

City of Dryden Marriage Commissioner ..... 12

## **Civil Marriage Ceremony Applicant's Check List**

- Obtain a valid Marriage License in Ontario. For information, contact your 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. (see page 9)
- Pay for all required fees in accordance with this package (plus those to the Commissioner). (see page 5)
- Review Civil Marriage Ceremony Guidelines. (see page 5)
- Determine a location for the Ceremony.
- Make arrangements for 2 witnesses, preferably over the age of 16. (see page 7)
- If required, please make arrangements for an interpreter for the Ceremony. (see page 7)
- Choose Vows for your Civil Marriage Ceremony. (included in booking package)  
If you prefer personal vows, please provide to the Commissioner at the pre-ceremony meeting.
- Arrange for any music, videographer, photographer and decorations.

### **Reminder:**

It is recommended that you complete an application form for a Marriage Certificate following the date of Marriage. Forms will be included with your Marriage License or can be obtained on-line at Service Ontario.



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To help make this important day as beautiful, dignified and intimate as possible; this package contains information to assist you with learning more about the Civil Marriage Service and plan your Ceremony.

**Enclosed you will find:**

**(a) Civil Marriage Ceremony Guidelines, including applicable fees:**

The guidelines provide answers to frequently asked questions with regard to Civil Marriage Ceremonies at City Hall including fees, restrictions, requirements, etc.

**(b) Civil Marriage Ceremony Booking Agreement:**

A booking is not confirmed until this Agreement is completed and returned to the Municipal Clerk's Office with full payment. (certified cheque, cash, debit/credit card).

*The ceremony Booking fee does not include the Marriage License fee of \$140.00 which can also be obtained through the Municipal Clerk's Office.*

**(c) Frequently Asked Questions.**

**(d) Photos of Council Chambers.**

**(e) Meet the City of Dryden Marriage Commissioner.**



## Civil Marriage Service Guidelines

1. The City of Dryden currently 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 Marriage ceremonies can last up to approximately 40 (forty) minutes, depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities and use of an interpreter if required.
3. 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. If the ceremony is to be held anywhere else in Ontario, further approvals are required. The Commissioner is able to conduct marriages seven (7) days per week, based on availability.
4. Services can also be conducted in the Council Chambers at City Hall, 30 Van Horne Avenue, which provides an intimate setting. The Council Chambers are only available during regular business hours 8:30 a.m. to 4:30 p.m., Monday to Friday ONLY subject to availability. However, ceremonies at other locations can be held seven (7) days a week.
5. **FEES:**  
(a) All fees do not include H.S.T. Payments are to be made at City Hall and can be done by certified cheque, cash, debit/credit card. All fees are payable in advance at the time of booking and require the execution of a Booking Agreement (Page 9). The fees for Civil Marriage Services, as approved by Council and identified in Schedule "A" to Chapter 72, Fees and Charges of the City of Dryden Municipal Code are as follows:

### Civil Marriage Solemnization Services:

Monday to Friday within City of Dryden limits	\$330.00 plus HST
Saturday and Sunday within City of Dryden limits	\$380.00 plus HST
Any day outside City of Dryden boundaries	\$525.00 plus HST
Renewal of Vows Service	\$220.00 plus HST
Rental of Council Chambers per Ceremony	\$75.00 plus HST

(b) 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.

(c) City fees as shown in 5 (a) are payable to the City of Dryden at the time of booking. Please note the Civil Marriage service does not include the fee for the Marriage License or use of the Council Chambers.

(d) The fee for a Marriage License is \$140.00. 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.

(e) Changes to date and/or time are permitted at no additional charge, provided the location and Commissioner are available and must be received a minimum of two (2) business days prior to the originally scheduled date and time. **An administration fee of \$50.00** will be applied should the Ceremony be cancelled prior to the scheduled date. No refund will be issued if the Ceremony is cancelled on the day of the Ceremony, or the Applicant(s) fail to appear for the Ceremony.

6. 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 at City Hall. Every attempt will be made to accommodate same day service however this will be dependent upon the availability of a Marriage Commissioner and a preferred location.
7. Once the Booking Agreement has been completed, the couple will be provided with a marriage license application form and sample vows.
8. 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.*

9. Plan to arrive at least 15 minutes prior to the Ceremony to allow time for review of final details.

**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.**

10. 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.
11. Music will be permitted at certain times throughout the Ceremony, and is to be determined during the pre-ceremony meeting.
12. The taking of photographs will not be permitted during the Ceremony. An opportunity will be provided for photos before the ceremony begins, during the signing of the Register, and when the Ceremony is complete. Videotaping of the Ceremony may be permitted subject to certain limitations at the discretion of the Commissioner.



## **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 see that all regulations pertaining to the event are strictly followed.
6. The Council Chambers may only be used for civil marriage ceremonies conducted by the City of Dryden Marriage Commissioner, or the City Clerk or designate, if necessary. The Chambers will only be made available for a maximum of one and one-half hours per ceremony; minimal decorating permitted.





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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.**
- \* Please note that there is a **\$50 non-refundable administration fee for the cancellation of a service prior to the scheduled date. No refund will be issued for cancellations** on the day of the ceremony. Please see the City of Dryden Civil Marriage Guidelines for more details.

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:			
Signature of Clerk's Office Representative:			
Receipt #:	Date:	Marriage License Number:	
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. Questions about this collection should be directed to the Office of the Clerk (A. Euler), City of Dryden 30 Van Horne Avenue, Dryden, ON P8N 2A7. Telephone (807) 223-1432.



## 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). You should have also completed the Booking Agreement Form with staff at City Hall.

### 2. Who may officiate at our wedding?

For a Civil Marriage, only the City Clerk and her appointed designates may perform the ceremony.

### 3. What would it cost to be married at my home on the lake on Saturday?

Example 1: Location within City boundaries:

- Marriage License issued in Dryden .....\$ 140.00
  - Ceremony on a Saturday (within the boundaries of the city)..... \$ 380.00 (plus HST)
- TOTAL      \$ 520.00\*

\* Plus Commissioner incurred expenses, if applicable.

Example 2: Location in unincorporated territory:

- Marriage License issued in Dryden ..... \$ 140.00
  - Ceremony on a Saturday (in unincorporated area)..... \$ 525.00 (plus HST)
- TOTAL      \$ 665.00\*

\* Plus Commissioner incurred expenses, if applicable.

### 4. 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.

### 5. 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.



**6. 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.

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

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

**8. 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.

**9. 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.

**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 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 their utmost to ensure the right ambiance at every wedding they conduct.***

