



CIVIL MARRIAGE SERVICES



2025

Information & Planning Package

CIVIL MARRIAGE CEREMONY APPLICANT'S CHECK LIST

- ☐ Obtain a valid marriage licence in Ontario. Marriage licences are only valid for three months from the date it was issued. For information on this process, visit your local municipal clerk's office or the Service Ontario website for the application. (www.ontario.ca/page/getting-married)
- ☐ Complete the Civil Marriage Booking Agreement form for a Civil Marriage Service by contacting the clerk's office at City Hall.
- ☐ Pay for all required fees in accordance with this package.
- ☐ Review civil marriage ceremony guidelines.
- ☐ Determine a location for the ceremony.
- ☐ Make arrangements for 2 witnesses, preferably over the age of 16.
- ☐ Arrange for any music, videographer, photographer and decorations.
- ☐ If required, 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 submit them to the commissioner at the pre-ceremony meeting.

CIVIL MARRIAGE SERVICE

GUIDELINES & FEES

- Qualified marriage commissioners and staff have 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.

Please note: *A marriage commissioner is not a wedding planner; it is your responsibility to arrange the details of the ceremony such as music, microphones, order and structure of groomsmen and bridesmaids' procession, etc.*

- Civil marriages will be conducted in English only and can take place at any location within the City of Dryden municipal boundaries and the surrounding area. The commissioner can conduct marriages seven (7) days per week, based on availability.
- Services can also be conducted in the Council Chambers at City Hall, 30 Van Horne Avenue. The Council Chambers are only available during the hours of 8:30 a.m. to 4:00 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. Applicants are required to complete the Civil Marriage Booking Agreement and pay the appropriate fee before proceeding with the service. 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.
- A pre-ceremony meeting with the marriage commissioner and the couple is recommended. Please ensure that if you have specific vows to be included that you provide a written copy to the commissioner.
- Plan to arrive at least 15 minutes prior to the ceremony to allow time for review of final details.
- 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.
- Music will be permitted at certain times throughout the ceremony and is to be determined during the pre-ceremony meeting.

- 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 we suggest you apply to the Office of the Registrar General to obtain an official certificate of marriage.
- It is the applicants' responsibility to provide a table and chair for signing of documents if the wedding is not at City Hall.

FEES

The fees for Civil Marriage Solemnization Services are approved by Council and are as follows:

Monday to Friday within City of Dryden limits	\$356.00 plus HST
Saturday and Sunday within City of Dryden limits	\$411.00 plus HST
Any day outside City of Dryden boundaries	\$566.50 plus HST
Renewal of Vows Service	\$248.56 plus HST
Rental of Council Chambers per Ceremony	\$83.00 plus HST
Additional Civic Holiday Fee(any day/any location)	\$150.00 plus HST

Note: The above prices do not include the \$152.00 fee for a marriage licence.

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. Online 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 Civil Marriage Booking Agreement.

The marriage commissioner will charge for travel, accommodation, meals, and mileage costs per the City of Dryden's current mileage rate, 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.

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.

CHANGES & CANCELLATIONS

Changes to date and/or time are permitted, provided a marriage commissioner is available. An administration fee of \$50.00 will be applied. No refund will be issued if the applicant(s) fail to appear for the ceremony.

Cancellations:

Less than 30 days prior to ceremony date	No refund
31 – 120 days prior to ceremony date	50% refund of solemnization fee
121 days or more prior to ceremony date	Full refund of solemnization fee (less \$50 administration fee)

GUIDELINES FOR USE OF COUNCIL CHAMBERS

- A maximum of 20 guests (not including the wedding party) can be accommodated in the Council Chambers should this location be used.
- No confetti, rice, bubbles, candles and smoking are allowed in the Council Chambers or on City Hall property.
- 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. No decorations shall be affixed to walls or furniture. The City of Dryden will provide silk flower arrangements.
- The applicants, as the renters of the Council Chambers, 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.
- The renter shall be responsible for the conduct and supervision of all guests admitted to Council Chambers and shall ensure that all regulations pertaining to the event are strictly followed.

FREQUENTLY ASKED QUESTIONS

What documents are needed for a civil marriage service?

A completed booking agreement and an Ontario marriage licence.

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

Location within city boundaries:

Marriage licence.....	\$ 152.00
Ceremony on a Saturday.....	\$ 411.00 (plus HST)
	TOTAL \$ 563.00 *

Location outside of city boundaries:

Marriage licence.....	\$ 152.00
Ceremony on a Saturday.....	\$ 566.50 (plus HST)
	TOTAL \$ 718.50 *

* Plus commissioner incurred expenses, if applicable.

Does the City offer “same day service” for a ceremony?

We will attempt to accommodate based on the availability of a marriage commissioner and availability of Council Chambers or alternate site.

Do we have to purchase our licence in Dryden to be married in Dryden?

No. You may purchase an Ontario marriage licence at any municipal office anywhere in the Province of Ontario.

Are witnesses required for a civil marriage ceremony?

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

May we include blessings or readings from the Bible 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 have someone other than the commissioner provide a reading or a blessing.

Will the marriage commissioner marry same-sex partners?

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

Who registers our civil marriage?

The marriage commissioner will ensure all documentation is delivered to City Hall following the ceremony. The documents will then be forwarded to the Office of the Registrar General in Thunder Bay where your marriage will be registered.

MARRIAGE COMMISSIONERS

The City of Dryden has two qualified marriage commissioners (below), as well as staff that are designated to conduct civil marriages. Marriages can be conducted seven (7) days a week, based on availability.



Mardi Plomp

A retired teacher and former principal of 31 years. Mardi brings with her a warm, respectful and professional style that will compliment your love story and she is happy to make herself available for any setting of your choosing!



Shayne MacKinnon

A former Councillor and Chief of Police, Shayne has been a lifelong Dryden Resident. He's had the honour of performing many marriage ceremonies over the years in a variety of settings for many happy couples.



The City of Dryden
30 Van Horne Ave
Dryden, ON P8N 2A7
(807) 223-1160

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CIVIL MARRIAGE BOOKING AGREEMENT

The City of Dryden
30 Van Horne Ave
Dryden, ON P8N 2A7
(807) 223-1160

Applicant's Name:	
Co-Applicant's Name:	
Phone:	Email:
Date of Ceremony: (mm/dd/yyyy)	Time of Ceremony:
Ceremony Location:	

*Additional travel/mileage/time/rehearsal fees may be charged by, and are to be paid directly to, the Commissioner. Any changes or cancellations must be made directly to the Administration Department by calling 223-1160.

*Fee: _____

Council Chamber Rental: _____

Subtotal: _____

CHANGE OR CANCELLATION FEES:

Change to date/time - \$50 admin fee

Less than 30 days prior - no refund

31 – 120 days prior - 50% refund of solemnization fee

121 days or more prior - refund of solemnization fee less \$50

HST: _____

Total: _____

No refund will be issued if the applicant(s) fail to appear for the ceremony.

The applicants acknowledge they have read the City of Dryden Civil Marriage Guidelines as attached 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:

OFFICE USE ONLY		Name of Commissioner:
Service Fee:	Receipt #:	Marriage Licence #:
Date Paid:		Date Paid: