

THE CORPORATION OF THE TOWNSHIP OF BURPEE AND Mills

By-law No. 04 – 2013

BEING A BY-LAW TO AUTHORIZE CIVIL MARRIAGE SOLEMNIZATION SERVICES IN
THE TOWNSHIP OF BURPEE AND MILLS

WHEREAS Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages with the authority of a licence;

AND WHEREAS under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of The Corporation of the Township of Burpee and Mills deems it desirable to have civil marriage solemnization services performed in the Municipality;

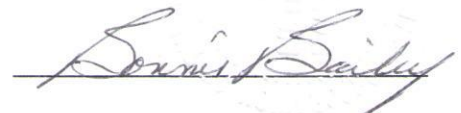
NOW THEREFORE the Council of The Corporation of the Township of Burpee and Mills hereby enacts the following:

1. THAT the Council of The Township of Burpee and Mills hereby directs that Civil Marriage Solemnization Services be implemented within The Township of Burpee and Mills;
2. THAT Appendix A of this by-law is the Townships Guidelines for the Provision of Civil Marriage Ceremonies
3. THAT Council recognizes that Bonnie Bailey, Municipal Clerk, is authorized to solemnize marriages for as long as she holds 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;
4. THAT Council hereby further supports the Municipal Clerk delegating the authority to provide civil marriage solemnization services to Mr. Erwin H. Thompson for as long as he is in agreement to perform these duties.
5. That Appendix B of this by-law is the Delegation of Duty and Responsibility Solemnization of Civil Marriages.

Read a First, Second and Third Time and Finally Passed this 6th day of May, 2013.



Reeve, Ken Noland



Clerk, Bonnie Bailey

BEING A BY-LAW TO AUTHORIZE CIVIL MARRIAGE SOLEMNIZATION SERVICES IN
THE TOWNSHIP OF BURPEE AND MILLS

APPENDIX A

Township of Burpee and Mills
Civil Marriage Solemnization Services

Civil Marriage Ceremony

Ceremony in the Township of Burpee and Mills

- In the Community Recreation Center ~~\$250.00~~ 225.00
- Outside Recreation Center ~~\$220.00~~ 225.00

Ceremony outside the Township of Burpee and Mills

- Services outside boundaries of the Township of Burpee and Mills
\$225.00 (plus mileage outside the boundaries of Burpee and Mills will be charged
at a rate of \$0.45 per kilometer. If accommodations required there will be an
additional charge at a rate of \$200.00 per night)
A \$100 non-refundable deposit is included in the above fees

Rehearsal Fee

- \$75.00

Renewal of Vows

- \$75.00

Please Note:

Municipal Complex rental fees and agreement will be applicable in some circumstances.
Bookings for the facility will need to be made through the Municipal Office.

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APPENDIX B

DELEGATION OF DUTY AND RESPONSIBILITY

SOLEMNIZATION OF CIVIL MARRIAGES

Regulation 285/04 made under the Marriage Act designates Municipal Clerks as a class of persons authorized to solemnize civil marriages in Ontario. It states;

1. Regulation 738 of the Revised Regulation of Ontario, is amended by adding the following sections


- 1.1 For the purpose of subsection 24(1) of the Act, the Clerk of a local municipality is authorized to solemnize marriages under the authority of a license.

The Municipal Act, Section 228 (4) states that the Clerk may delegate in writing to any person, other than a member of Council, any of the Clerk's powers and duties under this and any act.

I therefore delegate my duty and responsibility of solemnizing civil marriages and designate the following individual;

Erwin H. Thompson

Dated at the Township of Burpee and Mills District of Manitoulin Province of Ontario this 6th Day of May, 2012.



Bonnie Bailey, Clerk Treasurer
Township of Burpee and Mills



GUIDELINES
For the Provision of
Civil Marriage Ceremonies

1. Ceremonies will be conducted by appointed officiate of the Township of Burpee and Mills. Ceremonies can take place at either:
 - The Township of Burpee and Mills, Recreation Center, 8 Bailey Line Road, Evansville, ON P0P 1E0 (subject to its availability and upon the availability of the officiate.
 - AT AN AGREED UPON LOCATION AND TIME WITHIN THE PROVINCE OF Ontario depending upon availability of officiate.
2. Fee: cash or money order to the Township of Burpee and Mills to be paid to the Officiate (Erwin Thompson) a minimum of (5) business days prior to the ceremony date
3.
 - \$225.00 for ceremony held in the Community Recreation Centre.
 - \$225.00 all other locations (mileage outside the boundaries of Burpee and Mills only will be charged at a rate of \$0.45 per kilometer) If accommodations are required the rate shall be \$200.00 per night for accommodations.

A \$100.00 non-refundable deposit is included in the above fees.

 - Rehearsal Fee \$75.00
 - Ceremonial Renewal of Vows \$75.00
4. A request for a civil ceremony is to be received at least seven business days prior to the date of the ceremony.
5. 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.
6. 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.
7. Pre-ceremony meeting (approximately 30 minutes)
 - To be scheduled a minimum of five business days prior to the ceremony
 - Both parties must be in attendance and provide photo identification
 - Application for a Civil Marriage Ceremony form to be completed
 - Marriage Licence to be presented (date issued to be within 3 months prior to the ceremony)
 - To discuss other municipal locations for the ceremony
 - To select specific vows (provide a written copy) and/or music
 - Fees to be paid in full (cash or money order to the Township of Burpee and Mills)
8. 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 will be required to sign a form that he/she has interpreted the wedding ceremony.
9. Minimal decorations are permitted within the Recreation Centre for the ceremony. They may be placed 15 minutes prior to the ceremony and removed within 15 minutes of the conclusion of the ceremony. *No smoking candles, confetti, helium balloons, rice, paper or similar celebratory materials can be used within the municipal office or on a municipal property. Use of cell phones & other communication devices are not permitted during the ceremony.*

10. The taking of photographs will be permitted before the ceremony begins, during the signing of the register and when the ceremony is completed.
11. Music will be permitted before and after the ceremony (applicants to provide equipment). When selecting the type of music consideration should be given to its appropriateness and contribution to the dignity of the occasion.
12. The applicants are responsible for providing two witnesses (See Notes # 1)
13. A ceremony without a rental fee and agreement will be restricted to 25 guests only.
14. The applicants, as the renters of the Recreation Centre for the civil marriage ceremony, do hereby consent to defend and indemnify the Township of Burpee and Mills for any loss or damages incurred by their guests. The applicants agree that the Township of Burpee and Mills shall 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.
15. The applicants shall be responsible for the conduct and supervision of all persons admitted to the Recreation Centre and shall see that all regulations pertaining to the event are strictly followed.
16. The Townships recreation Center may only be used for civil marriage ceremonies conducted by duly authorized delegated individuals (Erwin Thompson).
17. All exits must be kept free from obstruction in case of fire.
18. The Recreation Centre will be available for a maximum of one and a half (1 1/2) hours only.
19. **A BOOKING IS NOT CONFIRMED UNTIL THE \$100 NON-REFUNDABLE DEPOSIT HAS BEEN PAID TO THE MARRIAGE OFFICIANT.**

NOTES:

1. There is no minimum age requirement for a witness, however, it is suggested they should be at least sixteen years of age and 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 officiate prior to the ceremony. A written copy of the vows must be brought to the pre-ceremony meeting.
3. If the officiate believes that, based on what he or she knows or has reasonable grounds to believe, that either parties lack mental capacity to marry by reason of being under the influence or intoxication of alcohol or drugs or any other reason, the ceremony will not proceed.
4. The Record of Solemnization of Marriage given at the ceremony is not a legal record. Approximately 12 weeks 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 within the licence.
5. Wedding venues outside the boundaries of the Township of Burpee and Mills will be subject to an additional fee at a rate of \$200 per night to cover overnight accommodations and travel expenses of the officiate at a rate of \$0.45 per kilometer.

I have read the above guidelines in this document and agree that Mr. Erwin Thompson will conduct a civil marriage solemnization service on

Date: _____

Time: _____

Location: _____

Applicant # 1 Name: _____

Signature

Applicant # 2 Name: _____

Signature

Witness # 1 Name: _____

Signature

Witness # 2 Name: _____

Signature

Marriage Licence Number: _____ Date Issued: _____

Note: Marriage licences are valid for 3 months only.

Deposit Received _____

Fees paid: ____ yes ____ no

Marriage Officiate