

City of Kenora City of Kenora Civil Marriage Services



Information & Planning Information & Planning

Package



Office of the City Clerk

One Main Street South
Kenora, Ontario P9N 3X2
Inquiries: 807-467-2295
Fax: 807-467-2009

E-mail: hpihulak@kenora.ca Website: www.kenora.ca

City of Kenora Civil Marriage Services

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“The Art of Marriage”



Civil Marriage Ceremony Applicants' Checklist



- Determine a location and time for your ceremony
- Complete Ceremony Booking Agreement (see page 5)
- Confirm that your date is available with the City Clerk (807-467-2295 or hpihulak@kenora.ca)
- Bring your completed booking agreement along with applicable payment (cash, cheque, debit, Visa/Mastercard) to City Hall or email/fax to:
Heather Pihulak, City Clerk
hpihulak@kenora.ca
fax: 807-467-2045 *if emailing/fax a credit card will be required for booking
- You will receive an email confirmation and receipt of your payment when booking by email/phone/fax.
- Make arrangements for two (2) witnesses, preferably over the age of 16. If you require privacy of your ceremony, witnesses can be arranged that are confidential.
- If required, make arrangements for an Interpreter for the Ceremony.
Kenora's office can be reached at 807-468-9443 or toll free at 1-888-242-5661.
- Review Civil Marriage Ceremony Guidelines (see page 7/8) and ask questions if you are not clear on any of the policies surrounding your booking
- If you have your own personal vows you will need to provide these to the Commissioner well in advance; keeping in mind our Commissioners are performing your ceremony and are not 'religious officiants.'
- Pay for all required City fees in accordance with this package (in addition to those that may be charged by the Commissioner), i.e. travel time, travel mileage, rehearsal fee and a late fee.
- Arrange for any music, photographs, and flowers you wish to be part of your day
- Remember to bring your marriage licence and envelope provided on the day of your ceremony for the Commissioner as these documents are required for the service and will be mailed thereafter.
- Apply to the Office of the Registrar General in Thunder Bay following the ceremony for a Marriage Certificate, at the online site:
http://www.ontario.ca/en/services_for_residents/ONT06_025764.html

The City of Kenora Marriage Commissioners offer Civil Marriage Services to those eligible, and who wish to be married in a Civil Ceremony.

Legal Requirements and Form of Ceremony required by the Marriage Act:

The Province of Ontario Marriage Act gives the Municipal Clerk the powers to marry in the Province of Ontario. The Clerk may thereby perform the ceremonies directly or may delegate their power to “Marriage Commissioners”. The Marriage Commissioners designated and trained by the City Clerk, will act as Officiate to solemnize the Civil Marriage Ceremony. The Civil Marriage Service will be a non-denominational ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario. As such, ceremonies will not be approved to be held in any religious Sanctuary.

Form of ceremony (excerpt from the Act):

No particular form of ceremony is required except that in some part of the ceremony, in the presence of the person solemnizing the marriage and witnesses, each of the parties **shall declare**:

I do solemnly declare that I do not know of any lawful impediment why I, AB, may not be joined in matrimony to CD, and each of the parties shall say to the other:

I call upon these persons here present to witness that I, AB, do take you, CD, to be my lawful wedded partner (*or to be my lawful wedded husband/wife or to be my lawful wedded partner or to be my lawful wedded spouse*), after which the person solemnizing the marriage shall say:

I, EF, by virtue of the powers vested in me by the *Marriage Act*, do hereby pronounce you AB and CD to be married,

Civil Marriage Ceremony:

Ceremonies, available in English only, are simple and dignified and Marriage Commissioners will conduct such services at any location in Ontario with certain conditions, but are authorized to perform services within the boundaries of the City of Kenora and the surrounding unincorporated area. Ceremonies are also conducted in the Municipal Council Chambers at City Hall (Monday-Friday) which provides a formal setting. The actual ceremony can last from a few minutes to a half hour, depending on the vows chosen, etc.

City Hall ceremonies are available Monday through Friday, depending on room availability. Same day service for a Civil Marriage Ceremony is possible provided a valid Ontario Marriage Licence is produced, and upon the availability of an officiant, and preferred location. It is recommended that ceremonies are booked in advance to allow for a pre-ceremony meeting at least three (3) days prior to the ceremony.

Our Commissioners are available to conduct marriages seven (7) days per week, based on availability. City Clerk, and Deputy Clerk ceremonies at City Hall are available Monday-Friday 8:00 a.m. to 4:30 p.m.

Your Marriage Licence

It is your responsibility to ensure you have the originally issued Ontario Marriage Licence at your ceremony.

About Our Fees

1. The following fees for Civil Marriage Services, as approved in the City's Tariff of Fees By-law will apply, with a percentage of the fees paid to the Marriage Commissioner :-
 - \$300 (plus \$39 HST) –Monday to Friday (within our jurisdiction)
 - \$350 (plus \$45.50 HST) –Saturday and Sunday (within our jurisdiction)
 - \$450 (plus \$58.50 HST) Outside boundaries/including on a boat – Monday to Sunday
 - \$300 (plus \$39 HST) Renewal of Vows – Flat Rate, Monday to Sunday
 - Marriage License \$160.00 (Kenora City Hall)
2. The Marriage Commissioner will charge for travel and mileage costs at their discretion to attend a ceremony in locations outside the municipal boundary. There will also be an additional hourly fee over and above the approximate time allowed for a Civil Ceremony and for participation at a rehearsal, regardless of its location. Fees are paid directly to the Commissioner at the rate of: \$0.70 per kilometer from their residence to the ceremony location; \$30 for every additional hour outside service time.

Please Note: Fees referred to in Section 2 are separate and apart from the City's fees and as such shall be paid directly to the Marriage Commissioner by the applicant.
3. **City of Kenora fees are payable to the City at the time of booking.** Please note the Civil Marriage Service does **not include** the fee for the Marriage Licence or use of the Council Chambers. Fees may be paid by cheque, cash, debit, credit card.
4. The Marriage Licence fee is: \$165.00 (no tax). ***See reference on Page 3 regarding Potential Surcharge***
5. The fee for use of the City Hall Council Chambers is \$75.00 (plus HST) per ceremony and is not available on weekends.

****Requests to change the date and/or time must be received a minimum of two (2) weeks prior to the originally scheduled date and time. Approval of such request will be subject to the availability of a Marriage Commissioner and if applicable, location.**

Cancellation Policy and Refunds

Cancellations made less than 30 days prior to the date of the original booked ceremony will result in **full penalty** – no refund, no exceptions.

Cancellations made 31-120 days from the date of the original booked ceremony will be subject to a partial penalty - 50% refund.

Cancellations made 121 days or more from the date of the original booked ceremony will receive a refund of their ceremony cost less a \$50 administration fee.

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

Marriage Ceremony Booking Agreement

NOTE: Full Payment of the appropriate fee is required at time of booking.

Please Print Clearly:

1. Name of Applicants _____
2. Address _____
3. Primary Phone # _____ Name: _____
4. Secondary # _____ Name: _____
5. Email Address _____
6. Intended Date & Time of Ceremony: Month: _____ Day: _____ Year: _____ @ _____ p.m.
7. If Marriage License has been issued, date of issue: _____ Lic# _____
(valid for 3 months)
8. Is City Council Chambers being used? _____ If Yes: *Please add to ceremony fee: \$75 (plus HST)*
9. Are you bringing our own witnesses? ___ yes ___ no – please add ___ City staff witnesses (\$25/per staff)
If not, identify exact location/address of wedding _____

- ☐ \$300 (plus \$39 HST) –Monday to Friday (within our jurisdiction)
- ☐ \$350 (plus \$45.50 HST) –Saturday and Sunday (within our jurisdiction)
- ☐ \$450 (plus \$58.50 HST) Outside boundaries/including on a boat – Monday to Sunday
- ☐ City Hall use \$75.00 (plus \$9.75) - optional
- ☐ Staff as a Witness \$25.00 / staff person _____ (# required) - optional

FEE SUMMARY:

10. (A) Ceremony Fee \$ _____, + optional (B) City Hall Fee + optional (C) City staff witness fee(s)
Total Fees = A + B + C = \$ _____ Total fees + HST

11. Travel/time/Rehearsal Fees will be charged and are to be paid directly to Commissioner.

12. Based on availability, which Marriage Commissioner would you like to conduct your ceremony?
☐ Rolanda Peacock
☐ City Clerk or Deputy Clerk (Monday to Friday City Hall only)

Signature of Applicant: _____ Date: _____

By signing this form, I acknowledge I have read and understand the cancellation policy with respect to fees as outlined on page 4 of the Civil Marriage Information Package.

OFFICE USE ONLY:

Signature of Clerk's Office Representative: _____

Full Amount paid \$ _____ Receipt Attached _____ Date Paid: _____

Emailed to Commissioner–Date: _____ Entered on SharePoint _____

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 Freedom of Information & Privacy Coordinator, City of Kenora, One Main Street South, Kenora, ON P9N 3X2 (807)-467-2295.

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Pre-Ceremony Application Checklist
With The Marriage Commissioner (not required for application process)

- Names of Marriage Partners _____ / _____
(Pronunciation) _____

- Contact information: Telephone _____ Email _____
- Marriage Licence with Receipt – get copies YES NO
- Date and Time of Ceremony: _____ Arrival time: _____
- Location of Ceremony: _____ /Address _____
- Rehearsal: YES NO Costing: \$ _____ Mileage/Travel _____
- Ceremony type: _____
 Arrangement for couple: standing/seated _____
 Entrance (with whom) _____
 Set up for guests _____ Table for Register YES NO
 # of guests _____ # in wedding party _____
 Names of Witnesses (2) _____ & _____
 Confetti, Rice, Bubbles, etc. _____ Decorations _____
 Greetings to guests by Commissioner? YES NO wording? _____
 Vows: Standard/Personal Commissioner led or memorized?
 Small phrases for repeating: YES NO
 Reading, Prayer, etc. by wedding party/family/friend, who? _____
 Wording for ceremony, i.e. “husband/wife”, “partners”, or “these two people”
 Rings: None, 1 or 2 – held by? _____
- Music: _____ How to be introduced following ceremony _____
- Photographs/Photographer? Who _____ Where _____ When _____
- Interpreter required _____
- Food/Alcohol Set-up (caution) _____
- Commissioner attire Robe _____ Other _____
- Other/Comments _____

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Other – Please Note:

- There is no minimum age requirement for witnesses, however, it is suggested they 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 Applicant's responsibility to provide the witnesses. Should applicants require a confidential ceremony, witnesses may be provided for an additional fee.
- City staff may be used as a witness should you wish your ceremony to be confidential or you do not have access to witnesses. A fee of \$25.00 per witness is charged for this service.
- 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 shall be required to

sign a form confirming that he/she has interpreted the wedding ceremony. Any interpreter fees are the cost of the applicants.

- If personal vows are used, a copy is to be submitted to the Marriage Commissioner for review. Please provide a written copy at the time you attend the pre-ceremony meeting.
- Marriage Commissioners attire is optional (robe, suit or other as mutually agreed to with Commissioner).

***Please Note: Record of Solemnization**

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

It is your responsibility to apply to the Office of the Registrar General to obtain an official Certificate of Marriage.

The appropriate form is included with the Marriage Licence however you may submit the request online at the following website:

<https://www.ontario.ca/page/how-get-copy-ontario-marriage-certificate-online>

It is not the City's or the Commissioner's responsibility to apply for this Certificate and so in the meantime, the Record of Solemnization (part of the Marriage Licence) is provided at the ceremony.

Marriage Ceremony Guidelines:-

1. Ceremonies will be conducted by the City Clerk, Deputy Clerk or a Marriage Commissioner, and ceremonies may be held anywhere within the boundaries of the City of Kenora 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 will be required.
2. It is preferred that a request for a Civil Marriage Ceremony be received by the City Clerk's Office a minimum of seven (7) days prior to the date of the Ceremony, although same day service may be possible.
3. Requests to change the date and/or time must be received a minimum of two (2) weeks prior to the originally scheduled date and time. Approval of such request will be subject to the availability of a Marriage Commissioner and if applicable, location.

4. Plan to arrive at least 15 minutes prior to the ceremony to allow time for review of final details.
5. The Pre-ceremony meeting with the Marriage Commissioner lasts approximately 30 minutes and is to be scheduled at least three (3) days prior to the ceremony. Please note that during the busy summer wedding season officiants will not meet with couples weeks in advance of their ceremonies. Should you require an earlier meeting, special arrangements may be made if needed depending on availability.

***Please ensure you have the following available for the Commissioner at this meeting:**

- Details on ceremony (ie: flowers, vows, rings, readings, number in wedding party)
- If specific vows are to be included, provide a copy to the Commissioner
- If an Interpreter is to be used, provide applicable form to the Commissioner with details
- Provide a valid Marriage Licence issued in the Province of Ontario (date issued must be within 3 months of the ceremony)

It is preferred **only the couple** meets with the Marriage Commissioner during this session.

6. In order to maintain the dignity of the Civil Marriage Ceremony appropriate clothing should be worn for the occasion.
7. Photographs during the Ceremony may be taken should the couple so desire as well as during the signing of the Register, and/or when the ceremony is complete. Videotaping of the Ceremony may be permitted subject to certain limitations at the discretion of the Marriage Commissioner.
8. Alcohol or stimulants are not to be used by the Applicants or witnesses prior to, or during the Ceremony.

1. What documents are needed for our Marriage License?

Before meeting with the Marriage Commissioner you should have completed and paid for your Ontario Marriage Licence (if it is within 3 months of the ceremony), which you will show the Commissioner. The onus is on you, not the Commissioner to have your Marriage Licence at the ceremony.

Steps to apply for a marriage license include:

- a) Review the requirements listed below
- b) Complete the on-line marriage licence application
 - online: Marriage Licence Application <https://www.orgforms.gov.on.ca/mla/#/overview>
 - in person: at City Hall, Licensing Department, One Main Street South
- c) Make appointment to pick up the license
- d) Bring two (2) pieces of original and valid identification for each partner **See valid ID information below*
- e) Either partner can apply for the licence, if the application has been dated and signed by both and the required identification is in hand. Both partners do not need to be present as long as the other partner has all the required documents, ID for both and the signed application by both

f) Pay the license fee

Identification

Each partner must submit two (2) pieces of valid and original identification:

- The name on both pieces must be the same
- The first name and last names must match
- To have your middle name included on your marriage licence it must also appear on both pieces
- If your identification is not in English, a written translation from a certified translator is required

Acceptable VALID and ORIGINAL identification:

- Passport (preferred)
- Birth Certificate
- Driver's Licence
- Ontario Photo Card
- Certificate of Canadian Citizenship (Canadian Citizenship Card)
- Canadian Government Refugee Travel Document
- Conditional Release Identification Card
- United States Green Card
- Native Status Card
- Record of Immigration Landing
- Permanent Residency Card
- Citizenship Card from any country
- Identity Card from any country
- Nexus Card
- Firearms Acquisition Certificate (FAC)
- Possession & Acquisition Licence (PAL)

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NOT accepted as identification:

- Ontario Health Card
- Social Insurance Number (SIN) Card

If there is a divorce involved on either side the following is required:

Previous Marriage Documentation – Divorced in Canada

An original (not photocopy) or a certified copy of the Final Decree Absolute or Certificate of Divorce must be submitted with the application. Certification must be obtained through the Court where the divorce was granted. An original copy would have a colour seal or an embossed seal.

If divorced outside of Canada, please contact our City staff for assistance.

2. Who may officiate at our wedding?

The Province of Ontario gives the power to marry to the Municipal Clerk. That Clerk may delegate his/her powers to what is deemed as a "Marriage Commissioner". For a Civil Marriage, one of the City's appointed Commissioners may perform the ceremony, or in the City Clerk or Deputy Clerk if required.

3. What would it cost to be married say at my cottage outside Kenora on Lake of the Woods?

- Marriage Licence issued in Kenora = \$165
- Ceremony on a Saturday in unincorporated territory = \$450+HST
\$615 + Commissioner's incurred expenses.

4. Does the City offer “same day service” for a Ceremony?

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

5. Where can we hold our wedding?

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

6. Do we have to purchase our Ontario Licence in Kenora to be married in Kenora?

No. You may purchase an Ontario Marriage Licence 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 Marriage Commissioners marry Same-sex Partners?

Yes, there is a constitutional requirement in Ontario to 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 Statement of Marriage, (included on licence). The Marriage Commissioner will ensure completed documentation is delivered to City Hall so it can be mailed to the Office of the Registrar General following the ceremony.

Meet the City of Kenora Marriage Commissioner:

Mrs. Rolanda Peacock



Rolanda is retired from the Ontario Court of Justice and has extensive involvement in the court system. During her employment she was part of many civil ceremonies with the judicial officials. Rolanda is born and raised in Kenora, and enjoys spending time with her husband, two children and 4 grandchildren. She is excited to be part of your special day!



Your Marriage Licence

Please be aware it is your responsibility to ensure you have the originally issued Ontario Marriage Licence at your ceremony.

The City of Kenora cannot *guarantee* a new licence can be re-issued after-hours in the event it is forgotten, lost, or damaged and potentially your wedding could be postponed.

It is imperative to bring the licence to your ceremony.

In the event a re-issue can in fact be conducted after-hours, you shall have to pay:

i) A surcharge in the amount of \$200 + HST and ii) Additional licence of \$165

For a total of \$365.00

(As per City of Kenora Tariff of Fees and Charges By-law).

**Heather L. Pihulak, Issuer of Marriage Licences
City Clerk**



Don't Forget Your Licence!

The Art of The Art of Marriage

A good marriage must be created.
In the marriage the little things are the big things.
It is never being too old to hold hands.
It is remembering to say 'I love you' at least once a day.
It is never going to sleep angry.
It is having a mutual sense of values and common objectives.
It is standing together and facing the world.....
It is forming a circle of love that gathers in the whole family.
It is speaking words of appreciation and demonstrating gratitude in thoughtful ways.
It is having the capacity to forgive and forget.
It is giving each other an atmosphere in which each can grow.
It is a common search for the good and the beautiful.
It is not only marrying the right person.

It is being the right partner.

Wilferd A. Peterson.

