

The Corporation of the Town of Minto  
By-law Number 2019-15  
Appendix "A"

Civil Marriage Solemnization Service

**Ceremony in Council Chambers during Town of Minto Business Hours**

**Civil Marriage Ceremony**

- in Council Chamber during Town of Minto Business Hours - \$200.00 + HST
- outside Council Chamber fee plus Officiant' expenses/mileage \$300.00 + HST  
(*\$300 fee shared with municipality and the Officiant*)

**Witness Fee**

- in Council Chamber during Town of Minto Business Hours  
\$20.00 per employee

**Rehearsal Fee**

- \$75.00 plus Officiant's expenses/mileage + HST (fee to Officiant only)

**Renewal of Vows**

- \$75.00 fee plus Officiant's expenses/mileage +HST (fee to Officiant only)

**Note:**

Additional rental fees apply to other municipal facilities. Bookings for these facilities will need to be made through the Recreation Department.

The Corporation of the Town of Minto  
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Civil Marriage Solemnization Service  
Appendix "B"

1. Ceremonies will be conducted by appointed officiants of the Town of Minto. Ceremonies can take place at either:  
  
The Town of Minto, Municipal Office, 5941 Highway 89, R.R. # 1  
Harriston, ON, N0G 1Z0 (subject to its availability during regular working hours)  
or at an agreed upon location within the province of Ontario on week nights,  
Saturday or Sundays depending upon availability of the officiate.
2. Fee: cash, money order or cheque to be paid to the Town of Minto a minimum of five business days prior to the ceremony date
  - \$200.00 + HST if ceremony is held in the Council Chambers
  - \$300.00 + HST all other locations plus expenses/mileage
  - A \$50.00 + HST non-refundable deposit is required at the time of scheduling to secure the date
  - Rehearsal Fee \$75.00 + HST
  - Ceremonial Renewal of Vows \$75.00 + HST
3. A request for a civil ceremony is to be received at least five business days prior to the date of the ceremony.
4. 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.
5. Changes to date and/or time are allowed at no additional charge provided that the location and an officiant are available, and arrangements are made 2 days prior. 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.

Pre-ceremony meeting

- To be scheduled a minimum of five business days prior to the ceremony
- Ceremony information form to be completed
- Marriage Licence to be presented (date issued to be within 3 months prior to the ceremony)
- To select specific vows and/or music

6. Applicant is 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.
7. Minimal decorations are permitted (e.g. flowers, balloons) within the municipal office 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 confetti, rice, paper or similar celebratory materials can be used within the municipal office or on a municipal property. Cell phones & other communication devices are not permitted during the ceremony.*

**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 the officiant 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 of intoxication alcohol or drugs or any other reason, the ceremony will not proceed, and the fee will not be refunded.
4. The Record of Solemnization of Marriage given at the ceremony is not a legal record. You may apply to the Office of the Registrar General to obtain an official Certificate of Marriage.
5. Wedding venues outside the boundaries of the Town of Minto may be subject to an additional fee to cover accommodations and travel expenses of the officiant.
6. Civil Marriage Solemnization Service guidelines and samples wedding vows are available upon request.

I have read the above guidelines outlined in Schedule A & B of By-law 2019-15 and agree that Annilene McRobb, Tawnya Robertson or Quinn Foerter will conduct a civil marriage solemnization service on:

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Applicant # 1 Name: \_\_\_\_\_

Applicant # 2 Name: \_\_\_\_\_

Witness # 1 Name: \_\_\_\_\_

Address of Witness #1: \_\_\_\_\_

Witness # 2 Name: \_\_\_\_\_

Address of Witness #2 \_\_\_\_\_

Marriage Licence Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

**Note: Marriage licences are valid for 3 months only.**

Deposit Received: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Balance Paid: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Annilene McRobb

\_\_\_\_\_  
Tawnya Robertson

\_\_\_\_\_  
Quinn Foerter

**Personal Information on this form is collected under the authority of the Municipal Act and regulation under the Marriage Act, 285/04, and will be used to perform a civil marriage ceremony.**