



TOWNSHIP OF

# Hornepayne

<b>POLICY TITLE:</b>	Civil Marriage Solemnization Services Policy
<b>POLICY NO.:</b>	ADM.001
<b>DEPARTMENT:</b>	Office of the Clerk
<b>EFFECTIVE DATE:</b>	June 24, 2026
<b>ENACTED BY:</b>	By-Law No. 2213-26

## Table of Contents

1. Policy Statement.....	2
2. Policy Purpose .....	2
3. Definitions .....	2
4. Policy .....	3
4.1. General .....	3
4.2. Eligibility and Legal Requirements.....	3
4.3. Booking and Scheduling .....	4
4.4. Ceremony Locations.....	4
4.5. Fees and Charges .....	5
4.6. Responsibilities of the Couple .....	5
4.7. Ceremony Conduct .....	5
4.8. Approved Scripts .....	6
4.9. Cancellations and Changes .....	6
4.10. Records and Privacy .....	6
4.11. Schedules and Appendix .....	7
5. Policy Adoption and Review .....	7
Schedule A – Civil Marriage Solemnization Booking Form.....	8
Schedule B – Script 1 .....	10
Schedule C – Script 2.....	12
Schedule D – Script 3.....	14
Schedule E – Script 4 .....	16
Appendix 1 – Delegation of Authority for Civil Marriage Solemnization.....	19

## 1. Policy Statement

The Corporation of the Township of Hornepayne is dedicated to providing accessible, professional, respectful, and responsive municipal services to residents and the broader community. Civil marriage solemnization services are an important local service, particularly in a rural and remote municipality where service options may be limited.

The Township is committed to delivering civil marriage solemnization services in a manner that is lawful, inclusive, consistent, and reflective of the significance and dignity of the occasion.

## 2. Policy Purpose

The purpose of this policy is to establish a clear and consistent framework for the delivery and administration of civil marriage solemnization services by the Corporation of the Township of Hornepayne.

The desired outcomes of this policy are to:

- a. support access to civil marriage solemnization services within the Township;
- b. ensure such services are delivered in a professional, respectful, and inclusive manner;
- c. provide clear administrative requirements for applicants, witnesses, interpreters, and officiants;
- d. promote consistency in booking, scheduling, fees, documentation, and ceremony delivery; and
- e. ensure compliance with applicable legislation, municipal by-laws, and approved procedures.

This policy shall be interpreted and applied in accordance with:

- a. the Marriage Act, R.S.O. 1990, c. M.3;
- b. Ontario Regulation 285/04, as amended;
- c. the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
- d. the Township's By-Law to Authorize Civil Marriage Solemnization Services; and
- e. the Township's User Fees and Service Charges By-Law, as amended from time to time.

## 3. Definitions

- a. **"Applicant(s)"** means the person or persons requesting civil marriage solemnization services from the Township.

- b. **“Ceremony”** means a civil marriage solemnization ceremony performed under the authority of applicable legislation.
- c. **“Clerk”** means the Clerk of the Corporation of the Township of Hornepayne, and includes a written delegate of the Clerk where permitted by law and applicable municipal authorization.
- d. **“Council”** means the Council of the Corporation of the Township of Hornepayne.
- e. **“Delegate”** means a person authorized in writing by the Clerk to solemnize civil marriages, in accordance with applicable legislation and municipal authorization, and who is not a member of Council.
- f. **“Officiant”** means the Clerk or the Clerk’s written delegate who is authorized to solemnize a civil marriage.
- g. **“Township”** means the Corporation of the Township of Hornepayne.
- h. **“Witness”** means a person present at the ceremony for the purpose of witnessing the solemnization of the marriage and signing the required marriage documents.

## **4. Policy**

### **4.1. General**

- a. The Township may provide civil marriage solemnization services in accordance with applicable legislation, the Township’s authorizing By-Law, and this policy.
- b. Civil marriage ceremonies provided by the Township shall be civil and non-religious in nature.
- c. Civil marriage ceremonies may be officiated by:
  - i. the Clerk; or
  - ii. a person who has been delegated the authority in writing by the Clerk, provided that the person is not a member of Council.
- d. The Clerk is responsible for administering this policy and any related forms, procedures, schedules, and internal practices required for implementation.

### **4.2. Eligibility and Legal Requirements**

- a. A ceremony shall not proceed unless the couple provides a valid marriage licence in accordance with applicable law.
- b. The officiant may require government-issued photo identification from either or both applicants before the ceremony.

- c. The officiant must be satisfied that:
  - i. the legal requirements for the solemnization of the marriage have been met;
  - ii. each party is entering the marriage voluntarily;
  - iii. each party understands the nature of the ceremony; and
  - iv. the ceremony may proceed lawfully and safely.
- d. The officiant may refuse, cancel, discontinue, or postpone a ceremony where the officiant has reasonable grounds to believe that legal requirements have not been met or that the ceremony cannot proceed in accordance with law.

#### **4.3. Booking and Scheduling**

- a. Requests for civil marriage solemnization services shall be submitted through the Clerk's Office using the approved booking form.
- b. A requested ceremony date and time is not confirmed until:
  - i. the Township has confirmed availability;
  - ii. all required booking information has been provided; and
  - iii. any required fees have been paid in accordance with the Township's User Fees and Service Charges By-Law.
- c. The Township reserves the right to limit ceremony dates, times, and availability based on operational requirements and officiant availability.

#### **4.4. Ceremony Locations**

- a. Ceremonies may be held within or outside municipal boundaries, including at special locations, where the officiant is willing to attend and the location is approved for the ceremony.
- b. The location of the ceremony must, in the opinion of the officiant:
  - i. be safe, accessible, and suitable for a civil ceremony;
  - ii. permit the ceremony to be conducted with dignity and without undue interruption;
  - iii. allow for the completion and signing of all required legal documents; and
  - iv. comply with applicable laws and any site-specific requirements.
- c. The Township or officiant may decline a proposed location where the location is considered unsuitable, unsafe, inaccessible, or otherwise inappropriate for the solemnization of a marriage.

#### **4.5. Fees and Charges**

- a. Fees for civil marriage solemnization services shall be as set out in the Township's User Fees and Service Charges By-Law, as amended from time to time.
- b. Applicable fees may include, but are not limited to:
  - i. civil marriage ceremonies and renewals within municipal boundaries;
  - ii. civil marriage ceremonies and renewals outside municipal boundaries or at special locations;
  - iii. rental of municipal facilities, where applicable;
  - iv. cancellation fees;
  - v. fees associated with changes to ceremony date and/or time; and
  - vi. any other approved fee related to the service.
- c. All required Township fees shall be paid in advance of the ceremony unless otherwise approved by the Clerk.

#### **4.6. Responsibilities of the Couple**

- a. The couple is responsible for:
  - i. obtaining and providing a valid marriage licence;
  - ii. providing accurate and complete information required by the Township;
  - iii. selecting an approved ceremony script, and providing any approved optional wording in advance;
  - iv. providing two witnesses for the ceremony;
  - v. arranging for an interpreter, if required, at their own expense;
  - vi. ensuring they, their witnesses, and their guests attend the ceremony in an appropriate and respectful manner; and
  - vii. complying with this policy and any directions of the officiant.
- b. a. An interpreter, where required, shall not also act as a witness.

#### **4.7. Ceremony Conduct**

- a. All ceremonies conducted under this policy shall remain secular and non-religious.
- b. The couple, witnesses, and guests shall conduct themselves in a respectful and orderly manner.

- c. The officiant may discontinue or refuse to proceed with a ceremony where:
  - i. a participant appears to be impaired by alcohol, cannabis, or any other substance;
  - ii. the conduct of any person is disruptive, threatening, unsafe, or inappropriate;
  - iii. the officiant is not satisfied that the legal requirements are met; or
  - iv. the ceremony cannot proceed with dignity, safety, or lawful compliance.
- d. Photography and video recording may be permitted provided they do not interfere with the ceremony or the officiant's duties.

#### **4.8. Approved Scripts**

- a. The Township shall maintain approved civil marriage ceremony scripts.
- b. The couple may select from the Township's approved scripts.
- c. Limited personalization may be permitted at the discretion of the officiant, provided the ceremony remains lawful, civil, inclusive, and non-religious.
- d. Personal vows may be permitted if they are submitted in advance and approved by the officiant.
- e. The approved scripts attached to this policy form part of this policy.

#### **4.9. Cancellations and Changes**

- a. Requests to cancel or reschedule a ceremony shall be made through the Clerk's Office.
- b. Cancellation fees, refunds, penalties, and conditions respecting changes to date and/or time shall be as set out in the Township's User Fees and Service Charges By-Law, as amended from time to time.
- c. Failure of the applicants to appear for a scheduled ceremony shall be treated in accordance with the Township's User Fees and Service Charges By-Law.
- d. The Township shall not be responsible for indirect or consequential costs incurred by applicants as a result of cancellation, postponement, refusal, or interruption of a ceremony.

#### **4.10. Records and Privacy**

- a. Personal information collected for the administration of civil marriage solemnization services shall be collected, used, retained, and disclosed in accordance with applicable privacy legislation.
- b. The officiant shall complete and sign all required marriage documents in accordance with applicable law.

- c. The Clerk’s Office shall retain records associated with the administration of the service in accordance with applicable legislation and the Township’s records management practices.

**4.11. Schedules and Appendix**

The following schedules and appendix form part of this Policy:

- Schedule A – Civil Marriage Solemnization Booking Form
- Schedule B – Script 1
- Schedule C – Script 2
- Schedule D – Script 3
- Schedule E – Script 4
- Appendix 1 – Written Delegation Template for Civil Marriage Solemnization Authority

**5. Policy Adoption and Review**

Date of Adoption by Council	By-Law or Resolution No.	Date of Most Recent Review by Council	Changes Made Yes/No
June 24, 2026	By-Law No. 2213-26	June 24, 2026	No (New)

## Schedule A – Civil Marriage Solemnization Booking Form

### 1. Applicant Information

Applicant 1 Full Legal Name: \_\_\_\_\_

Applicant 2 Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Ceremony Information

Requested Ceremony Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

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

Is the ceremony within Township boundaries?  Yes  No

Requested use of Municipal Council Chambers?  Yes  No

### 3. Marriage Licence Information

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

Issuing Municipality / Issuer: \_\_\_\_\_

### 4. Witness Information

Witness 1 Full Name: \_\_\_\_\_

Witness 2 Full Name: \_\_\_\_\_

### 5. Interpreter

Is an interpreter required?  Yes  No

If yes, Interpreter Full Name: \_\_\_\_\_

### 6. Ceremony Selections

Selected Script:  1  2  3

Ring Exchange?  Yes  No

Personal Vows Requested?  Yes  No

**7. Declarations**

We acknowledge that:

- the ceremony is civil and non-religious in nature;
- a valid marriage licence must be provided before the ceremony can proceed;
- all applicable fees must be paid in advance, unless otherwise approved;
- the officiant may refuse, postpone, or discontinue the ceremony if legal or safety requirements are not met; and
- we have read and agree to comply with the Township’s Civil Marriage Solemnization Services Policy.

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Date Received: \_\_\_\_\_

Fees Paid:  Yes  No Amount: \_\_\_\_\_

Booking Confirmed:  Yes  No

Officiant Assigned: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Schedule B – Script 1

### Welcome

*Officiant:* Welcome, family, friends and loved ones. We gather here today to celebrate the wedding of \_\_\_\_\_ and \_\_\_\_\_. We are here to share in their commitment to one another, to offer our love and support to this union, and to allow \_\_\_\_\_ and \_\_\_\_\_ to start their married life together surrounded by the people dearest and most important to them.

### Declaration of Commitment

Marriage is a commitment in life, where two people can find and bring out the very best in each other. As such, marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

\_\_\_\_\_ and \_\_\_\_\_, you have made it known that you want to be joined in marriage. If either of you know of any lawful impediment why you should not be married, you are now to declare it.

*Officiant to the 1st person:*

Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."

*Officiant to the 2nd person:*

Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."

### Declaration of Vows

Please face each other to repeat your vows.

*Officiant to the 1st person:*

Repeat after me please. "I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_ to be my lawful wedded (husband, wife, spouse or partner)."

*Officiant to the 2nd person:*

Repeat after me please. "I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_ to be my lawful wedded (husband, wife, spouse or partner)."

### **Exchange of Rings**

Please place the ring on the 3rd finger of the left hand.

These rings are a symbol of your marriage and a symbol of your love and life together.

*Officiant to the 1st person:*

Repeat after me please. "I give you this ring to wear with love and joy. As this ring has no end, my love is also forever."

*Officiant to the 2nd person:*

Repeat after me please. "I give you this ring to wear with love and joy. As this ring has no end, my love is also forever."

### **Signing of the Register**

At this time, the wedded parties and their witnesses will sign the Official Marriage Register.

### **Ceremony Conclusion**

I, [Name of Officiant], by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, \_\_\_\_\_ and \_\_\_\_\_ to be married.

You may celebrate your marriage with a kiss.

I present to you, the newly married couple.

## Schedule C – Script 2

### Welcome

*Officiant:* We are gathered together to witness the formal joining of \_\_\_\_\_ and \_\_\_\_\_ in legal matrimony according to the custom and law prevailing by the Government of the Province of Ontario.

### Declaration of Commitment

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted. Marriage is a way of life that all should revere and none should lightly undertake.

\_\_\_\_\_ and \_\_\_\_\_, you have made it known that you want to be joined in marriage. If either of you know of any lawful impediment why you should not be married, you are now to declare it.

*Officiant to the 1st person:*

Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."

*Officiant to the 2nd person:*

Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."

### Declaration of Vows

Please face each other to repeat your vows.

*Officiant to the 1st person:*

Repeat after me please. "I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_ to be my lawful wedded (husband, wife, spouse or partner)."

*Officiant to the 2nd person:*

Repeat after me please. "I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_ to be my lawful wedded (husband, wife, spouse or partner)."

## **Exchange of Rings**

Please place the ring on the 3rd finger of the left hand.

*Officiant to the 1st person:*

Repeat after me please. "Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others."

*Officiant to the 2nd person:*

Repeat after me please. "Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others."

## **Signing of the Register**

At this time, the couple and their witnesses will sign the Official Marriage Register.

## **Ceremony Conclusion**

I, [Name of Officiant], by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be married.

You may exchange a kiss as a token of your joy.

I wish you a long life, happiness and prosperity. May the vows you made to one another today sustain you forever.

## Schedule D - Script 3

### Welcome

*Officiant:* On behalf of \_\_\_\_\_ and \_\_\_\_\_, we welcome and thank you for being here on their special day. By your presence, you celebrate with them the love they have discovered in each other and you support their decision to commit themselves to one another for the rest of their lives. Today we are here to celebrate love. We come together to witness and proclaim the joining together of these two people in a marriage based on love.

### Declaration of Commitment

This is an important and joyous occasion for \_\_\_\_\_ and \_\_\_\_\_ who will today make a commitment to each other before witnesses, to pledge themselves by mutual consent to a union in friendship and life.

Marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

\_\_\_\_\_ and \_\_\_\_\_, you have made it known that you want to be joined in marriage. If either of you know of any lawful impediment why you should not be married, you are now to declare it.

*Officiant to the 1st person:*

Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."

*Officiant to the 2nd person:*

Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."

### Declaration of Vows

Please face each other to repeat your vows.

*Officiant to the 1st person:*

Repeat after me please. "I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (husband, wife, spouse, or partner). To laugh with you in joy, to grieve with you in sorrow, to grow with you in love and to be faithful to you alone; as long as we both shall live."

*Officiant to the 2nd person:*

Repeat after me please. "I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (husband, wife, spouse, or partner). To laugh with you in joy, to grieve with you in sorrow, to grow with you in love and to be faithful to you alone; as long as we both shall live."

## **Exchange of Rings**

Please place the ring on the 3rd finger of the left hand.

Wedding rings are an ancient symbol that two people have committed themselves to each other. They will be a sign to you both of the vows you have exchanged, reminding you that your love is valuable and has no real beginning or end.

*Officiant to the 1st person:*

Repeat after me please. "Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others."

*Officiant to the 2nd person:*

Repeat after me please. "Receive this ring as a symbol of my vows to you. Whenever you look at it know that I love, honour and cherish you above all others."

## **Signing of the Register**

At this time, the couple and their witnesses will sign the Official Marriage Register.

## **Ceremony Conclusion**

I, [Name of Officiant], by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be married.

You may exchange a kiss as a token of your joy.

I wish you a long life, happiness and prosperity. May the vows you made to one another today sustain you forever.

It is my pleasure to introduce to you, the newly married couple.

## Schedule E – Script 4

### Welcome

*Officiant:* We are gathered here today to witness and to celebrate the marriage of \_\_\_\_\_ and \_\_\_\_\_, as they pledge themselves to each other. Theirs is a partnership freely chosen and founded on love, friendship, trust and respect. It is a partnership that encourages not only self expression, understanding and the development of wisdom through the sharing of knowledge, but also an enthusiasm for life and living. It must be done with respect, consideration and a deep and gentle caring for one another.

### Declaration of Commitment

Marriage is a commitment in life, where two people find and bring out the very best in each other. As such, marriage is not to be entered upon thoughtlessly or irresponsibly but with a due and serious understanding and appreciation of the ends for which it is contracted.

\_\_\_\_\_ and \_\_\_\_\_, you have made it known that you want to be joined in marriage. If either of you know of any lawful impediment why you should not be married, you are now to declare it.

*Officiant to the 1st person:*

Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."

*Officiant to the 2nd person:*

Repeat after me please. "I do solemnly declare that I do not know of any lawful impediment why I, \_\_\_\_\_, may not be joined in matrimony to \_\_\_\_\_."

### Declaration of Vows

Today you are dedicating yourselves to that most fragile of endeavors - a human relationship. The words spoken in this ceremony will not validate your marriage unless your love and commitment to one another are strong enough to sustain it.

Please face each other to repeat your vows.

*Officiant to the 1st person:*

Repeat after me please. "I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (husband, wife, spouse or partner). I will share my life openly with you and will love, cherish and respect you. I promise to tenderly care for you and I will encourage you in the fulfillment of your dreams and individuality throughout the changes in our lives."

*Officiant to the 2nd person:*

Repeat after me please. "I call upon these persons here present to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_, to be my lawful wedded (husband, wife, spouse or partner). I will share my life openly with you and will love, cherish and respect you. I promise to tenderly care for you and I will encourage you in the fulfillment of your dreams and individuality throughout the changes in our lives."

## **Exchange of Rings**

The perfect circle of a ring symbolizes eternity. In the years to come this ring should remind you of the overwhelming joy of this special occasion when you were united in marriage.

Please place the ring on the 3rd finger of the left hand.

*Officiant to the 1st person:*

Repeat after me please. "With all my love, I give you this ring as an everlasting symbol of the vows we have made to each other and as a token of my love for you."

*Officiant to the 2nd person:*

Repeat after me please. "With all my love, I give you this ring as an everlasting symbol of the vows we have made to each other and as a token of my love for you."

## **Signing of the Register**

At this time, the couple and their witnesses will sign the Official Marriage Register.

## **Ceremony Conclusion**

\_\_\_\_\_ and \_\_\_\_\_, from this day on, may you always communicate openly and honestly with each other and live these days in joy.

Love is more than a feeling, it's a commitment. It's a commitment to work things out and to resolve issues - to communicate when it's hard to, forgive each other and start fresh each day. Good marriages take time and effort to build and that is your commitment to each other today.

May you live in the company of each other in peace and trust and may your days be filled with the rewards of all that you have endured to bring you to this place. May you endlessly delight in each other and love and fulfill each other always.

I, [Name of Officiant], by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, \_\_\_\_\_ and \_\_\_\_\_ to be married.

You may celebrate your marriage with a kiss.

I wish you a long life, happiness and prosperity. May the vows you made to one another today sustain you forever.

**Appendix 1 – Written Delegation of Authority for Civil Marriage Solemnization**

I, \_\_\_\_\_, Clerk of the Corporation of the Township of Hornepayne, hereby delegate to:

Name of Delegate: \_\_\_\_\_

Position / Relationship to Township (if any): \_\_\_\_\_

the authority to solemnize civil marriages on behalf of the Corporation of the Township of Hornepayne, in accordance with the Marriage Act, Ontario Regulation 285/04, subsection 228(4) of the Municipal Act, 2001, the Township’s By-Law to authorize Civil Marriage Solemnization Services, and the Township’s Civil Marriage Solemnization Services Policy.

This delegation:

- is made in writing by the Clerk;
- is subject to all applicable legislative and municipal requirements;
- does not authorize delegation to a member of Council; and
- may be revoked in writing by the Clerk at any time.

Effective Date: \_\_\_\_\_

Expiry Date (if applicable): \_\_\_\_\_

Additional Terms or Limitations:

\_\_\_\_\_  
\_\_\_\_\_

DATED at the Township of Hornepayne this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Clerk: \_\_\_\_\_

Delegate: \_\_\_\_\_

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