



## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Renée Brown, Deputy Clerk – Administration

**DATE:** June 27, 2023

**REPORT NO.:** ADMIN-2023-021

**SUBJECT:** Civil Marriage Solemnization

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### RECOMMENDATION:

THAT Report No. ADMIN-2023-021 dated June 27, 2023, regarding Civil Marriage Solemnization be received;

AND FURTHER THAT Council adopt Civil Marriage Solemnization By-law (Appendix B) to allow the Town to commence performing Civil Marriage Ceremonies;

AND FURTHER THAT the Town of Halton Hills User Fee By-law be amended to include the Fee of \$385 (+HST) for Civil Marriage Ceremonies.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Staff continually receive many requests for Civil Marriage ceremonies
- Many cities and towns in the Province of Ontario already provide this service to people wanting to get married in a small private ceremony.
- This service can be provided with no additional costs to the Town, with the Clerk and her designates being appointed to perform the ceremonies.

### BACKGROUND AND DISCUSSION:

The Town of Halton Hills issues on average 150 marriage licenses annually and staff anticipate this number will continue to increase over the next few years. There has been a marked increase in applicants interested in a small private civil ceremony at Town Hall, however it has not been a service we have provided.

Ontario Regulation 285/04 made under the Marriage Act provides the clerk of a local municipality or their designate with the authority to solemnize marriages under the authority of a licence.

The Town Clerk and any person that the Clerk designates can perform the ceremony. These ceremonies would be performed by designated staff during business hours at Town Hall (Council Chambers). The Town Clerk will determine the set dates and timeframes for booking these ceremonies to ensure appropriate staffing. Staff would like to begin offering this service as of September 1<sup>st</sup>, 2023.

Appendix A to this report is a chart outlining the costs from 19 other municipalities. Based on the average fee for civil marriage ceremonies set out in Appendix A the staff are recommending a charge of \$385 (+HST) for a civil marriage ceremony, or a \$500 package price for a marriage licence and ceremony. These costs align with the other municipalities in Halton Region. At this time, staff are recommending that the Civil Marriage Ceremonies only be performed for those that have also obtained their marriage license from the Town.

#### **STRATEGIC PLAN ALIGNMENT:**

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

#### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

#### **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

#### **INTERNAL CONSULTATION:**

Town Clerk and CAO were consulted in the preparation of this Report.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer