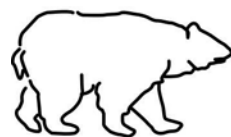


Town of Cochrane Civil Marriage Services Information & Planning Package



ONTARIO

COCHRANE

**WONDERFULLY UNEXPECTED
MERVEILLEUSEMENT INATTENDUE**

Office of the Town Clerk
171 4th Ave Box 490
Cochrane, Ontario P0L 1C0
Inquiries: 705-272-4361
Email: jocelyne.pronovost@cochraneontario.com
Website: www.cochraneontario.com

Town of Cochrane Civil Marriage Services

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“The Art of Marriage”



**Civil Marriage Ceremony
Applicants' Checklist**

- Complete, pay for, and make available to Commissioner, an Ontario Marriage licence.
- Marriage to take place within three months of the date of issue of the licence.
- Complete application for a Civil Marriage Ceremony (see page 5).
- Complete application for Ceremony Booking Agreement (see page 6).
- Review Civil Marriage Ceremony Guidelines (see page 7/8).
- Determine a location for Ceremony.
- Make arrangements for two (2) witnesses, preferably over the age of 16.
- If required, make arrangements for an Interpreter for the Ceremony.
Cochrane's office can be reached at 705-272-4361
- Choose a Marriage Ceremony Option (see pages 9/10/11).
- Choose or prepare vows to provide to the Commissioner; keeping in mind our Commissioners are performing your ceremony and are not 'wedding planners.'
- Pay for all required Town 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.
- Remember to bring your 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 (application attached) approx. 3 months following the ceremony for a Marriage Certificate, or visit the online site: <http://www.ontario.ca/en/servicesforresidents/ONT06025764.html>

**Please Read All Information Contained In This Package!
About Our Civil Marriage Services:-**

The Town of Cochrane 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 Marriage Commissioners designated and trained by the Town Clerk, will act as Officiate to solemnize the Civil Marriage Ceremony.

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 wife (*or to be my lawful wedded husband 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 and French, are simple and dignified and Marriage Commissioners will conduct such services at any location in Ontario with certain conditions. Ceremonies are also conducted in the Municipal Council Chambers at Town Hall which provides a pleasant setting. The actual ceremony can last from a few minutes to a half hour, depending on the vows chosen, etc.

Same day service for a Civil Marriage Ceremony is possible provided a valid Ontario Marriage Licence is produced, and upon the availability of a Marriage Commissioner, 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.

Your Marriage Licence

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

The Town of Cochrane 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 for you to bring the licence to your ceremony.

In the event a re-issue can in fact be conducted after-hours or during working after, you shall pay:

A surcharge for a new licence i) Additional licence of \$100.00

About Our Fees

1. The following fees for Civil Marriage Services, as approved in the Town's By-law will apply, with a percentage of the fees paid to the Marriage Commissioner :-

\$300 Payable to the Town of Cochrane

2. The Marriage Commissioner will charge for travel and mileage costs at their discretion to attend a ceremony in any approved location, as well as an hourly fee over and above the approximate time allowed for a Civil Ceremony and for participation at a rehearsal, regardless of its location.

Please Note: Fees referred to in Section 2 are separate and apart from the Town's fees and as such shall be paid directly to the Marriage Commissioner by the applicant.

3. **The Town of Cochrane fees are payable to the Town at the time of booking.** Please note the Civil Marriage Service does **not include** the fee for the Marriage Licence. Fees may be paid by certified cheque, cash, debit.
4. The Marriage Licence fee is: \$100.00 (no tax). ***See reference on Page 3 regarding Potential Surcharge***
5. The use of the Town Hall Council Chambers is free per ceremony, and is only available for ceremonies conducted by the Town's Marriage Commissioners.

****Requests to change the date and/or time must be received a minimum of two (2) business days 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 within one (1) month of the date of ceremony will result in **full penalty** – no refund, no exceptions.

Cancellations made outside this timeframe will be subject to a partial penalty - 50% refund.

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

**Marriage Ceremony Booking Agreement
To Be Completed With Town of Cochrane Staff**

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

Name of Applicants: _____ / _____

Address: _____

Phone Numbers: Home: _____

Business: _____ Cell: _____

Email Address: _____

Intended Date & Time of Ceremony:

Month: _____ Day: _____ Year: _____ @ _____ p.m.

Date on which Marriage Licence was issued: _____ Lic# _____

(valid for 3 months)

Is Town Council Chambers being used? _____, If not, identify exact location/address of wedding _____

Is this location within the Town of Cochrane boundaries? Yes: _____ No: _____

Fee \$300.00

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

Based on availability, which Marriage Commissioner would you like to conduct your ceremony?

Dee Dee Rose O

Shane Skinner O

Isabelle Denault O

No Preference O

(Town will assign a Commissioner)

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 Clerk's Office Representative: _____

Full Amount paid \$ _____

Date Paid: _____

**Pre-Ceremony Application Checklist
With The Marriage Commissioner**

Names of Marriage Partners _____ / _____

Contact information: Telephone _____ Email: _____

Marriage Licence – 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: _____

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.

The Applicants are responsible to provide an Interpreter if they do not speak English or French 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.

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 (approximately 12 weeks after the ceremony) to obtain an official Certificate of Marriage.

The appropriate form is included with the Marriage Licence and a copy is included with this package however, you may submit the request online at the following website:

<http://www.ontario.ca/en/servicesforresidents/ONT06025764.html>

It is not the Town'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 a Marriage Commissioner, and ceremonies may be held anywhere within the boundaries of the Town of Cochrane 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 Town 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) business days 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. Music deemed appropriate for the occasion by the Marriage Commissioner will be allowed.
6. 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 ensure you have the following available for the Commissioner at this meeting:**

- Photo identification (driver's licence) for both applicants, who must attend
- Provide copy of Marriage Ceremony Booking Agreement
- 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 (with receipt) 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.

7. In order to maintain the dignity of the Civil Marriage Ceremony appropriate clothing should be worn for the occasion.
8. 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.
9. Alcohol or stimulants are not to be used by the Applicants or witnesses prior to, or during the Ceremony.
10. Town Hall Council Chambers is available for weddings and a ceremony may be booked between Monday and Friday at 171 4th Avenue, Cochrane Ontario.

**In addition to guidelines above, the following rules shall apply for booking
Town Hall Council Chambers:-**

11. When the Council Chambers is being utilized, music will be permitted at certain times throughout the ceremony, and is to be determined during the pre-ceremony meeting. When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion, and the Marriage Commissioner reserves the right to decide such appropriateness.
12. A maximum of 30 guests can be accommodated in the Chambers.
13. Confetti, rice, bubbles, etc. are not allowed in the Council Chambers or on municipal grounds.
14. Minimal decorations are permitted in the Council Chambers (e.g. flowers, balloons). They may be placed 15 minutes prior to the ceremony and removed within 15 minutes of the conclusion of the Ceremony. Decorations that require to be affixed to walls or furniture (i.e. tape, staples, nails, etc.) **are not** permitted.
15. The Applicants, as the renters of the Council Chambers for the Civil Marriage Ceremony, hereby consent to defend and indemnify The Corporation of the Town of Cochrane for any loss or damages incurred by their invitees, The Applicants agree that The Corporation of the Town of Cochrane will 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.
16. The renter shall be responsible for the conduct and supervision of all persons admitted to Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
17. The Council Chambers may only be used for civil marriage ceremonies conducted by a Town of Cochrane Marriage Commissioner, or the Town Clerk, if necessary. The Chambers will only be made available for a maximum of one and one-half hours.

**Various Ceremony Options for Civil Service-
Simple Marriage Ceremony**

SOLEMNIZER:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman/these two people), under the authority given and provided by the Government of the Province of Ontario. 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.

Therefore if there is any one present that can show just cause why these two persons may not be lawfully joined together in matrimony they should now declare it or hereafter remain silent.

REPEAT (Person # 1)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____

REPEAT (Person # 2)

I do solemnly declare that I do not know of any lawful impediment why I, _____ may not be joined in matrimony to _____

REPEAT (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, to be my Lawful wedded (husband/wife/spouse/partner).

REPEAT (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, to be my Lawful wedded (husband/wife/spouse/partner).

SOLEMNIZER:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife / *married as partners in life*). (*you may kiss*)

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(After signing the Register, Solemnizer announces) May I introduce to you the married couple.

Option # 1 Marriage Ceremony

Solemnizer:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman/ these two people), under the authority given and provided by the Government of the Province of Ontario.

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.

Therefore if there is any one present that can show just cause why these two persons may not be lawfully joined together in matrimony they should now declare it or hereafter remain silent.

REPEAT (Person # 1)

I do solemnly declare that I do not know of any lawful impediment why I, may not be joined in matrimony to _____

REPEAT (Person # 2)

I do solemnly declare that I do not know of any lawful impediment why I, may not be joined in matrimony to _____

REPEAT (Person #1)

I call upon these persons here present, to witness that I,

_____ do take you, to be my Lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

REPEAT (Person #2)

I call upon these persons here present, to witness that I, _____ do take you, to be my Lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

RINGS: (Make provision for ring bearer)

SOLEMNIZER to Person # 1

Please place the ring on the third finger of _____'s left hand saying after me: "This ring I give in token of the covenant made this day between us"

SOLEMNIZER to Person # 2

Please place the ring on the third finger of _____'s left hand saying after me: This ring I give in token of the covenant made this day between us"

SOLEMNIZER:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife/married as partners in life). (you may kiss)

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(After signing the Register, Solemnizer announces) May I introduce to you the married couple.

Option # 2 Marriage Ceremony

Solemnizer:

We are gathered at this place for the purpose of joining in the legal state of matrimony (this man and this woman/these two people), under the authority given and provided by the Government of the Province of Ontario.

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.

Therefore if there is any one present that can show just cause why these two persons may not be lawfully joined together in matrimony they should now declare it or hereafter remain silent.

PERSONAL VOWS: Person # 1

PERSONAL VOWS: Person # 2

REPEAT (Person # 1)

I do solemnly declare that I do not know of any lawful impediment why I, may not be joined in matrimony to _____

REPEAT (Person # 2)

I do solemnly declare that I do not know of any lawful impediment why I, may not be joined in matrimony to _____

REPEAT (Person #1)

I call upon these persons here present, to witness that I, _____ do take you, _____ to be my Lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live.

REPEAT (Person #2)

I call upon these persons here present; to witness that I, _____ do take you, _____ to be my Lawful wedded (husband/wife/spouse/partner). For better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, so long as we both shall live. RINGS: (Make provision for ring bearer)

Solemnizer to Person # 1

Please place the ring on the third finger of _____'s left hand saying after me: "This ring I give in token of the covenant made this day between us"

Solemnizer to Person # 2

Please place the ring on the third finger of _____'s left hand saying after me: This ring I give in token of the covenant made this day between us"

Solemnizer:

I, _____ by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and _____ to be (husband and wife 1 married as partners in life). (you may kiss)

May you enjoy length of days, fulfillment of hopes and peace and contentment of mind, as you day by day live and fulfill the terms of this covenant you have made with one another.

(After signing the Register, Solemnizer announces) May I introduce to you the married couple.

Frequently Asked Questions

1. What documents are needed for a Civil Marriage Service?

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. You should have also completed the **Application for a Civil Marriage Form** with staff at Town Hall. The **Marriage Ceremony Booking Application** you will complete during the pre-ceremony meeting with the Marriage Commissioner. Both forms are included in this package. The onus is on you, not the Commissioner to **have your Marriage Licence at the ceremony.**

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 Town's appointed Commissioners may perform the ceremony, or the Town Clerk or Deputy Clerk if required.

3. 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.

4. Where can we hold our wedding?

Our Marriage Commissioners will perform a ceremony anywhere within the jurisdiction of the Town of Cochrane, including on any area waterways and they are as well authorized to officiate anywhere in Ontario.

5. Do we have to purchase our Ontario Licence in Cochrane to be married in Cochrane?

No. You may purchase an Ontario Marriage Licence anywhere in the Province of Ontario.

6. Are witnesses required for a Civil Marriage Ceremony? Yes, all couples must have two (2) witnesses present during the ceremony, preferably over age 16.

7. 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.

8. Will Marriage Commissioners marry Same-sex Partners? Yes, there is a constitutional requirement in Ontario to solemnize civil marriages of same-sex couples.

9. 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 Town Hall so it can be mailed to the Office of the Registrar General.

Meet the Town of Cochrane Marriage Commissioners

Dee Dee Rose:



Dee Dee is currently employed by Cochrane Telecom Services she brings a wealth of knowledge and experience.

Isabelle Denault:



Isabelle is currently employed with Town of Cochrane as the Economic Development Officer a position that compliments the necessary skills to perform civil marriage ceremonies.

Shane Skinner:



Shane is currently employed with the Town of Cochrane as the Director of Operations and Infrastructure. He is an experienced public speaker and brings a welcoming presence to any wedding ceremony.

Our Commissioners look forward to being 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 Town of Cochrane 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:

A surcharge in the amount of i) Additional licence of \$10000

Jocelyne Pronovost, Issuer of Marriage Licences
Town Clerk

Part 2 (Rev. 05)
To be filled out by the officiant and given to the officiant for the celebration of marriage solemnization.

Name of bride _____
Name of groom _____
Date of solemnization _____
Place of solemnization _____

Province where solemnization took place _____
This is to certify that _____
and _____
were married on _____
in the city or town of _____
in the Province of Ontario on the _____ day of _____, 20____.

Signature of officiant _____
Signature of witness _____
Signature of witness _____

E360444
Licence Number

Don't Forget Your Licence!

The Art of Marriage

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.

