



The Town of Ingersoll

# **Civil Marriage Ceremony Package**



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## Civil Marriage Ceremony Policy

### PURPOSE

The purpose of this policy is to provide guidelines and expectations as they relate to the performance of civil marriage solemnization ceremonies.

### SCOPE

This policy applies to both officiants performing ceremonies and couples purchasing the marriage solemnization services.

### DEFINITIONS

For the purposes of this policy:

**Act** means the *Marriage Act*, R.S.O. 1990, c. M.3, as amended.

**Applicant/Celebrant** means a person who is of the age of majority, as set out in the *Marriage Act*, R.S.O. 1990, and who requests a Civil Marriage Ceremony by the Town Clerk or designate;

**Civil Marriage Ceremony** means a non-religious, legal marriage ceremony, officiated by an Ontario Judge, Justice of the Peace or a Municipal Clerk under the authority of a marriage license and in accordance with the *Marriage Act*, R.S.O. 1990.

**Officiant** is a person who solemnizes a Civil Marriage Ceremony.

**Town** or **Town of Ingersoll** means The Corporation of the Town of Ingersoll.

**Town Clerk** means the Town Clerk of the Town of Ingersoll, or designate.

### LEGISLATION

The Ontario Regulation 285/04 provides the Clerk or designate of a local municipality with the authority to solemnize marriages under the authority of a license. This authority is extended to designates who have been delegated the authority by the Clerk in accordance with Section 228 of the *Municipal Act*.

### POLICY/PROCEDURE

#### General Provisions

1. A request for a civil marriage ceremony must be received a minimum of fourteen (14) days prior to the date of the ceremony. The applicants are required to complete the Civil Marriage Ceremony Form and pay the deposit (or the full fee, if preferred) at the Town office.
2. Special circumstances may permit ceremonies to be held with less notice at the discretion of the officiant, however, no same day weddings will be conducted.
3. No marriage shall be solemnized until the couple has provided the Clerk with the marriage license
4. It is the responsibility of the couple who are marrying to obtain the marriage license. Marriage licenses may be obtained from any Ontario municipality and are valid for three (3) months from the date of issue.
5. A pre-ceremony consultation meeting with the officiant both applicants is mandatory prior to the day of the wedding:
  - Both applicants must be available for the meeting and provide one piece of current, valid, government-issued photo identification (e.g., Driver's License, Passport, Permanent Resident card).
  - The pre-ceremony consultation must be scheduled a minimum of 5 business days prior to the ceremony unless changed at the discretion of the Officiant
  - Fees are to be paid in full at or before the pre-ceremony consultation meeting
  - The Marriage License to be prepared, presented and left with the Officiant (date of issue to be within 90 days of the ceremony)
6. Civil marriage solemnization fees are detailed in the Town's Fees and Charges By-Law and are subject to change. Applicable fees shall be paid by cash or debit.
7. Changes to the date and/or time are permitted at no additional charge provided that the Clerk or designate is available. 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.
8. It is the applicants' responsibility to provide an interpreter if either applicant does not speak English and/or requires 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 as per requirements.

### **Civil Marriage Ceremony**

9. Civil Marriage ceremonies will be conducted by the Clerk or designate, as approved through By-Law by the Council of the Corporation of the Town of Ingersoll.
10. Ceremonies are subject to the availability of the Council Chamber and Clerk or designate.
11. A civil marriage ceremony shall incorporate all mandatory declarations under the Act, with various script options being made available through the Clerk's Office.
12. Civil marriage ceremonies shall be secular, with no reference to God, a Supreme Being, or any religious connotations.
13. Personal vows, in addition to the mandatory declarations, will be permitted subject to approval of the Clerk. If personal vows are to be made, they are to be reviewed by the Officiant at least five (5) days prior to the ceremony.
14. The Officiant has the authority to refuse to perform a marriage ceremony if anyone in the wedding party (being the bride, groom or witnesses) appears to be under the influence of alcohol or drugs.
15. The Officiant is only responsible for performing the ceremony, and therefor is not responsible for other activities for the ceremony (i.e. photography, wedding planning and organizing).

### **Location & Venue Permissions**

16. Civil marriage ceremonies are conducted in the Council Chambers, which is located on the 2<sup>nd</sup> floor at 130 Oxford Street, Ingersoll. Ceremonies are conducted Monday to Friday (excluding statutory holidays) between 10:00 a.m. and 3:00 p.m. Ceremonies will not be conducted on days that Town Council meets (usually the 2<sup>nd</sup> Monday of each month).
17. Arrangements for ceremonies outside of Town Hall and/or outside of regular business hours, can be arranged with the Clerk or designate at their discretion. Permission for off-site ceremonies and/or ceremonies outside of office hours would be considered in limited circumstances, on a case-by-case basis.

18. The Council Chambers will only be made available for a maximum of one (1) hour per ceremony. Civil marriage ceremonies may last up to thirty (30) minutes, depending on the vows chosen. The service time booked would allow for photo opportunities and use of an interpreter if required.
19. Minimal decorations are permitted (e.g. flowers, balloons) in the Council Chambers. Decorations may be placed 15 minutes prior to the ceremony and must be removed within 15 minutes of the conclusion of the ceremony. No candles, confetti, rice, paper, or similar celebratory materials will be permitted.
20. The taking of photographs and videotaping of the ceremony will be permitted subject to certain limitations at the discretion of the Clerk.
21. Music will be permitted at certain times throughout the ceremony and it 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. Music and an audio device must be supplied by the couple if they wish to have music at the ceremony.
22. A maximum of twelve (12) guests (not including the wedding party) can be accommodated in the Council Chambers.
23. 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.
24. No alcoholic beverages are to be served prior to or during the civil marriage solemnization ceremony on municipal property.

### **Witnesses**

25. Two (2) witnesses are required during the ceremony. Witnesses must be at least eighteen (18) years old and speak English, or have a translator present. If no witnesses are available, the Town may supply them upon request. The cost is \$25 per witness if required and this is only available for ceremonies conducted in the Council Chambers.

### **Fees & Indemnification**

26. Fees are to be paid in full to the Town of Ingersoll by cash or debit a minimum of five (5) business days prior to the ceremony date.

- Civil Ceremony in Council Chambers - \$250 (+HST)
- Per Witness - \$25 (+HST)

27. All fees are subject to change based on revisions to the Town's Rates and Fees By-Law. Please check with the Officiant for the most up-to-date fees.
28. The marriage fee includes a pre-consultation with the Officiant, use of Council Chambers, Officiant, limited decorations and the license sent to the Provincial Government.
29. 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 Ingersoll for any loss or damages incurred by their invitees. The applicants agree that the Corporation of the Town of Ingersoll will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property or anyone attending on the invitation of the Applicants.

## **Frequently Asked Questions**

### **1. What documents are needed for a civil marriage service?**

Before meeting with the marriage Officiant, you should have completed and paid for your Ontario marriage license (valid for three (3) months following its' date of issue), which you need to show the Officiant. You should have also completed the Civil Marriage Ceremony Booking Form and the Pre-Ceremony Information Questionnaire, which are both included in this package.

### **2. Who may officiate the wedding?**

In the Town of Ingersoll, the Clerk and Deputy Clerk are appointed Officiants and may perform wedding ceremonies. The Council of the Corporation of the Town of Ingersoll also has the discretion to appoint other staff members to perform wedding ceremonies.

### **3. Where will the wedding be located?**

The ceremony takes place in Council Chambers, which is located on the 2<sup>nd</sup> floor of 130 Oxford Street. The wedding Officiants may go to other locations upon request at their own discretion. Please inquire with the Office of the Clerk.

### **4. Can we get married on Saturday?**

Yes. Weddings take place at the Town office from Monday to Friday only (excluding statutory holidays) during business hours only. However, Officiants may conduct ceremonies outside of regular hours upon request at their discretion. When the ceremony is held outside of business hours, a location must be provided.

### **5. Does the Town offer “same day service” for a ceremony?**

The Town does not offer same day ceremonies. Requests must be made a minimum of two weeks in advance and a pre-ceremony meeting must be conducted at least 5 business days prior to the ceremony.

### **6. Do we have to purchase our Ontario Licence in Ingersoll to be married in Ingersoll?**

No. An Ontario Licence may be purchased anywhere in the Province of Ontario to be married anywhere in the province.



**7. Are witnesses required for a civil marriage ceremony?**

Yes. All couples require two witnesses present during the ceremony. Witnesses must be at least eighteen (18) years old and speak English, or have a translator present. If no witnesses are available, the Town may supply them upon request. The cost is \$25 per witness, if required, and this is only available for ceremonies conducted in Council Chambers.

**8. May we include readings from the Bible or have a Blessing at our ceremony?**

The marriage Officiant 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”.

**9. Who registers our civil marriage?**

After the ceremony, all parties must sign the Record of Solemnization (to be retained by the couple) and the Statement of Marriage, both are included on the license. The marriage Officiant will ensure all documentation is forwarded to the Office of the Registrar General in Thunder Bay within two (2) business days to register your marriage with the Province of Ontario.

## Civil Marriage Ceremony Booking Form

### Applicant Information

|                 | First Name | Last Name | Phone | E-Mail | Reference         |                 |
|-----------------|------------|-----------|-------|--------|-------------------|-----------------|
| Applicant       |            |           |       |        | Spouse<br>Husband | Partner<br>Wife |
| Joint Applicant |            |           |       |        | Spouse<br>Husband | Partner<br>Wife |

### Ceremony Information

|  |   |       |   |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |
|--|---|-------|---|---|-----------------|---|---|---|---|---|---|---|---|---|---|---|---|
| Planned date of ceremony:  |   |       | Preferred time of ceremony:                             |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |
| Ceremony location:<br>Council Chambers                      Alternate Location |   |       | Number of Guests (including witnesses – maximum of 12): |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |
| Name of Witness 1:   |   |       | Name of Witness 2:                                      |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |
| Legal Declaration #  |   | Vow # |   |   | Ring Exchange # |   |   |   |   |   |   |   |   |   |   |   |   |
| 1  | 2 | 3     | 1   | 2 | 3               | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

#### Applicants consent to the following:

1. The Applicants confirm that they have read and understand the Town of Ingersoll's Civil Marriage Ceremony Policy.
2. 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 Ingersoll for any loss or damages incurred by their invitees. The applicants agree that the Corporation of the Town of Ingersoll will not be held responsible for personal injury or damage, nor for the theft or loss of any personal property or anyone attending on the invitation of the Applicants.
3. The applicants shall be responsible for the conduct and supervision of all persons admitted to the Town Office and shall see that all regulations pertaining to the event, as laid out in the Civil Marriage Ceremony Policy, are strictly followed.
4. Due to the civil nature of the service, there cannot be any religious connotation to the ceremony.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Joint Applicant

\_\_\_\_\_  
Date

### Town of Ingersoll Use Only

|                          |              |                                 |                                       |                     |
|--------------------------|--------------|---------------------------------|---------------------------------------|---------------------|
| Marriage License Number: | Date Issued: | Deposit Received<br>Yes      No | Witnesses Needed?<br>1      2      No | Date Full Fee Paid: |
|--------------------------|--------------|---------------------------------|---------------------------------------|---------------------|

### **Legal Wording Requirements for Civil Ceremony**

The only legal requirement for the wording of a marriage ceremony is stated in *Section 10(1) of [The Marriage Act](#)* is that in some part of the ceremony, in the presence of the justice or marriage commissioner who is solemnizing the marriage and the witnesses:

- (i) each of the parties shall declare: "I do solemnly declare that I do not know of any lawful impediment why I (full name of the party), may not be joined in matrimony to (full name of the other party)"; and
- (ii) each of the parties shall say to the other "I call on those persons present to witness that I, (full name of the party) do take you, (full name of the other party) to be my lawful wedded "husband", "wife" or "spouse" (as the parties may prefer)" ;and
- (iii) after the declarations and statements required have been made, the justice or marriage commissioner solemnizing the marriage shall say:

"I, (full name of the justice or the marriage commissioner), by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you (full name of the party) and (full name of the other party)) to be "husband and wife", "married spouses" (as the parties may prefer)."

No other particular form of ceremony is required.

**Civil Wedding Basic Ceremony Sample**  
**(Legal Requirements Only, No Rings)**

We are gathered here on this day to witness and celebrate the marriage of (Name) and (Name).

**LEGAL DECLARATION**

(Full Name), do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to (Full Name)."

Respond: I do.

(Full Name), do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to (Full Name)."

Respond: I do.

**EXCHANGE OF VOWS**

(Name) please repeat after me:

I, (Name), take you (Name), to be my lawful wedded (wife/husband/partner),

(Name) please repeat after me:

I, (Name), take you (Name), to be my lawful wedded (wife/husband/partner),

**DECLARATION OF MARRIAGE**

I, (Name of Officiant), by virtue of the powers vested in me by the Marriage Act of Ontario; do hereby pronounce you (Name) and (Name) to be legally married. Congratulations!

(Signing of the Marriage Licence and Register)

## **WEDDING CEREMONY WITH OPTIONS**

One of the benefits of having a civil ceremony is that it can be tailored to suit your vision for your wedding. These options are open to you. You may also wish to include readings. This is your day, feel free to keep it as simple or make it as personal as you envisioned your day to be.

### **OFFICIANT OPENING REMARKS**

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(Name) and (Name), do you, with your family and friends as your witnesses, present yourselves willingly and of your own accord to be joined in marriage?

Both Respond "We do."

### **LEGAL DECLARATION**

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**(Choose an option #)**

- 1) Officiant to ask each party:

(Full Name), do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to (Full Name)."

Respond: I do

**OR**

- 2) Officiant to ask each person: Please make your declaration by repeating:

I declare that I know of no legal reason why I (Full Name) may not be joined in marriage to (Full Name).

**OR**

- 3) Officiant to ask each person

Are you (Full Name), free lawfully to marry (Full Name)? Response

is: "I am"

## EXCHANGE OF VOWS

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You may both choose one or may each make a different choice from this selection. Alternatively you may choose to write or provide your own personal vows to each other

- 1) You may write your own personal vows.

**OR**

- 2) Please repeat after me:

"I call upon these persons / here present to witness that / I (Name) do take you (Name) / to be my lawful wedded (husband/wife/spouse); / to laugh with you in joy / to grieve with you in sorrow / to encourage when in doubt / to grow with you in love / to be faithful to you alone / as long as we both shall live."

**OR**

- 3) Do you, (Name) take, (Name) to be your partner for life? Do you promise to walk by (her/his) side forever, and to love, help, and encourage (her/him) in all that (she/he) does? Do you promise to take time to talk with (her/him), to listen to (her/him), and to care for (her/him)? Will you share (her/his) laughter, and (her/his) tears, as (her/his) partner, lover, and best friend? (Name) do you in front of these witnesses take (Name) as your lawfully wedded (wife, husband/partner) for now and forevermore?

"I do"

**OR**

- 4) Please repeat after me:

I, (Name), take you (Name), to be my lawful wedded (wife/husband/partner), / to have and to hold / from this day forward, / for better or for worse, / for richer, for poorer, / in sickness and in health, / to love and to cherish; / for as long as we both shall live.

**OR**

- 5) I, (Name), take you (Name), to be my lawful wedded (husband/wife/spouse) , my constant friend, my faithful partner and my love from this day forward. In the presence of witnesses, our family and friends , I offer you my solemn vow to be your faithful partner; in sickness and in health, in good times and in bad, and in joy as well as in sorrow. I promise to love you unconditionally, to support you in your goals, to honor and respect you, to laugh with you and cry with you, and to cherish you for as long as we both shall live.

**OR**

- 6) I (Name), take you (Name) to be my lawful wedded (husband/wife/spouse), my partner in life and my one true love. I will cherish our union and love you more each day than I did the day before. I will trust you and respect you, laugh with you and cry with you, loving you faithfully through good times and bad, regardless of the obstacles we may face together. I give you my hand, my heart, and my love, from this day forward for as long as we both shall live.

**OR**

- 7) I, (Name), take you (Name), to be my lawful wedded (husband/wife/partner), loving what I know of you, and trusting what I do not yet know. I eagerly anticipate the chance to grow together, getting to know the (man/woman) you will become, and falling in love a little more every day. I promise to love and cherish you through whatever life may bring us.

## EXCHANGE OF RINGS

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The Officiant Will Say A Few Words

***You may choose one of the options below that you both will say or may each choose different options or provide your own words to say to the other***

1) Create your Own

**Or choose one of the following:**

2) "This ring is a symbol of my growing love for you. Please wear it as a sign to the world that you are my (wife/husband/partner in life). With this ring I thee wed."

**OR**

3) "I give you this ring as a symbol of my love and my lifelong commitment to you. With this ring I thee wed."

**OR**

4) "This ring, is my gift to you it symbolizes my wish that you be my (wife/husband/partner in life) from this day forward. As this ring has no end neither shall my love for you. With this ring I thee wed."

**OR**

5) "(Name) I love you. As I place this ring on your finger I give you all that I am and ever hope to be."

**OR**

6) "I call upon these persons here present to witness that I (name) do take you (name) to be by lawful wedded (wife, husband, partner), to laugh with in joy, to cry with in sorrow, to grow with in love, to be faithful to you alone, as long as we both shall live"

**Or**

7) "I give you this ring as a symbol of my love and faithfulness. As I place it on your finger, I commit my heart and soul to you. I ask you to wear this ring as a reminder of the vows we have made today."

**Or**

8) "This Ring is my gift to you/, it is a measure of my love, and a sign that from this day forward you shall be surrounded by my love"



## **CLOSING REMARKS & DECLARATION OF MARRIAGE**

### **Declaration of Marriage & first kiss as a married couple**

(Name & Name), you have consented together in matrimony, have pledged your vows to each other, and have exchanged rings as tokens of your love and commitment to each other. I am now happy to announce that I, (Officiant's Name) by virtue of the powers vested in me by the Marriage Act of Ontario; do hereby pronounce you (Full Name and Full Name) to be married.

Congratulations you may seal your vows with your first kiss as (husband and wife/ married couple).

### **SIGNING OF THE MARRIAGE LICENCE AND REGISTER**

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

## **Civil Marriage Ceremony Applicant' Check List**

- Review Civil Marriage Ceremony Policy (see Page 3)
- Obtain a valid Ontario marriage license
- Complete the Booking Agreement Form for a Town of Ingersoll Civil Marriage Service
- Complete the Pre-Ceremony Information Questionnaire for review with the Officiant
- Contact the Office of the Clerk to schedule a pre-ceremony meeting with the Officiant
- Pay all required fees in accordance with this package
- Choose vows for your civil marriage ceremony
- Make arrangements for two witnesses
- If required, make arrangements for an interpreter for the ceremony
- Arrange for any music, videographer, photographer and decorations

### **Reminder**

It is recommended that that you complete an application form for a marriage certificate approximately three (3) months following the date of marriage. Forms will be included with your marriage license or can be obtained at <https://www.ontario.ca/page/getting-married>

### **Contact Information**

Office of the Clerk  
130 Oxford Street, 2nd Floor  
Ingersoll, Ontario N5C 2V5  
clerks@ingersoll.ca  
(519) 485-0120 x 6260