

## Report to Council

**Report Title:** Civil Marriage Solemnization Appointments

**Prepared By:** Sarah Johnson, Jr. Deputy Clerk and Fiona Hamilton, Clerk

**Department:** Clerk's

**Date:** September 22, 2020

**Report Number:** CLK2020-32                      **File Number:** C11CL, L12AP

**Attachments:** N/A

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### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number CLK2020-32 – Civil Marriage Solemnization Appointments, prepared by Sarah Johnson, Jr. Deputy Clerk and Fiona Hamilton, Clerk and in doing so directs staff to accept applications for a 30-day period in order to fill the one (1) vacant Officiant position.

### Report:

#### Background:

*Ontario Regulation 285/04* under Section 24(1) of the *Marriage Act, R.S.O. 1990, c. M. 3*, authorizes the Municipal Clerk's to solemnize marriages under the authority of a licence. The Clerk also has the authority to appoint Officiants to act as designate to the Clerk in order to perform Civil Marriage Solemnizations. These individuals are appointed by By-Law, and the Municipality notifies the Office of the Registrar General of the appointments.

For the past number of years, the Municipality of Brockton has appointed four (4) individuals as Officiants. Clerk's Department staff manage the marriage license and Civil Marriage Officiant Booking process, coordinating with couples and Officiants. Staff process payments, book the weddings on the Municipal calendar, and distribute Civil Marriage Agreements to the couple's chosen Officiant. The couple pays a particular fee to the Municipality for the services provided, and further arranges ceremony details with their Officiant. After the ceremony, Officiants return the Marriage Register to Clerk's staff who record the ceremony information and ensure the Marriage Licenses are distributed to the Office of the Registrar General to be formally registered.

#### Analysis:

Brockton's Officiants have performed a number of Marriage Ceremonies over the past number of years, and the Municipality is in favour of continuing to provide the valuable service.

Year	Number of Civil Marriage Ceremonies Performed
2017	54
2018	52
2019	59
2020	23 (to date)*

\*Despite the COVID-19 pandemic, the service remained popular with many couples, who either followed Provincial and Grey Bruce Health Unit restrictions to hold an alternative ceremony, or rescheduled their wedding until 2021. Officiants and staff have already begun booking ceremonies into 2021 and 2022.

On August 26, 2020, Margaret (Mike) Taylor submitted her resignation as an Officiant with the Municipality. Clerk's staff thanked her for her dedicated service to the Municipality over the past several years.

As a result of the resignation, staff have drafted a By-Law re-appointing the remaining three (3) Civil Marriage Officiants, and removing Ms. Taylor from the By-Law.

Staff have further received inquiries from individuals wishing to be appointed as a Municipal Officiant. Staff recommend accepting applications for a 30-day period to fill the one (1) vacant Officiant position.

Staff will further bring back a Report to Council including the Civil Marriage Solemnization By-Law once the vacancy has been filled, and will further send the By-Law to the Office of the Registrar General to confirm the appointments.

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- Do the recommendations help move the Municipality closer to its Vision? Yes
- Do the recommendations contribute to achieving Cultural Vibrancy? Yes
- Do the recommendations contribute to achieving Economic Prosperity? Yes
- Do the recommendations contribute to Environmental Integrity? N/A
- Do the recommendations contribute to the Social Equity? Yes

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

**Reviewed By:**



**Trish Serratore, Chief Financial Officer**

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**Respectfully Submitted by:**

A handwritten signature in blue ink that reads "Sarah Johnson".

Sarah Johnson, Jr. Deputy Clerk

A handwritten signature in black ink that reads "Fiona Hamilton".

Fiona Hamilton, Clerk

**Reviewed By:**

A handwritten signature in black ink that reads "Sonya Watson".

**Sonya Watson, Chief Administrative Officer**