

TOWN OF AYLMER

Civil Ceremony Package



Civil Ceremony Guidelines

1. Civil marriage ceremonies are conducted by the Clerk, or an authorized deputy.
2. Civil marriage ceremonies may be performed in the following locations:

Council Chambers (25 Centre St, Aylmer, ON)

Can accommodate 20 guests seated.

Cenotaph Gazebo (Adjacent to 46 Talbot St W, Aylmer, ON)

Can accommodate 20 guests standing, with limited seating for guests with mobility or physical limitations.

Alternate Location

Alternate locations proposed by Applicants are approved at the discretion of the Officiant. If the proposed location is outside of the boundary of the Town of Aylmer, there is an additional \$50.00 charge for travel expenses to the venue. For civil ceremonies occurring outside of the regular hours of operation of the Town of Aylmer Town Hall, an alternate venue must be provided by the Applicants.

3. Civil marriage ceremony services are offered Tuesday to Friday, from 8:30 AM to 4:30 PM, holidays excluded. Requests for civil marriage ceremonies to be held on Saturday, Sunday, or Monday are approved at the discretion of the Officiant.
4. While the Town of Aylmer will do its best to accommodate Applicants on short notice, advance notice is preferred when booking a civil ceremony. It is at the discretion of the Officiant whether the Officiant will perform a civil ceremony on the same day that the request is made.
5. The cost of a civil marriage ceremony in the Town of Aylmer is \$300.00 + applicable taxes (\$339.00), payable by cash or debit. As noted above, if the location of the civil ceremony is outside of the Town of Aylmer, an additional \$50.00 is charged for travel expenses bringing the total to \$350.00 + applicable taxes (\$395.50). Payment can be made on the day of the ceremony provided it is scheduled during the Town of Aylmer Town Hall's regular hours of operation and is held in a Town of Aylmer ceremony space. Ceremonies scheduled outside of regular hours of operation and/or in an alternate location must be paid for in advance of the ceremony.
6. Two Witnesses are required to witness the ceremony. Witnesses must be 18 years of age or older and must understand English or have a translator present. For more information on translators, please see below.

If the Applicants are unable to secure Witnesses, the Town may supply them upon request for an additional \$50.00 + applicable taxes per Witness. Please note that this option is only available to civil ceremonies taking place in the Town of Aylmer's Council Chambers and Cenotaph Gazebo and is only available during regular business hours.

7. It is the Applicants' responsibility to provide a translator if either Applicant does not understand English. The translator must not be related to the Applicants and must be willing to present photo identification and sign an affidavit that they will translate the civil ceremony correctly and as per requirements.
8. Applicants must have a valid Ontario Marriage Licence. A marriage licence can be obtained from the Town of Aylmer at a cost of \$120.00 (taxes included) or from another issuing municipality.
9. Alcohol or stimulants are not to be used by the Applicants or their witnesses prior to the ceremony. If the Officiant believes that either of the Applicants and/or Witnesses are intoxicated, the Officiant has the authority to refuse to perform the civil ceremony.
10. Civil marriage ceremonies take approximately between 5 and 20 minutes to conduct depending on the vows selected. Plan to arrive approximately 10 minutes prior to the scheduled ceremony time to allow time to review any final details. Please also be mindful to tell any guests that the ceremony must start on time.
11. The Officiant is responsible for conducting the civil ceremony only and is not responsible for other related activities (i.e. photography, decorating, wedding planning, etc.).
12. When using a Town of Aylmer civil ceremony space, minimal decorations are permitted. The use of decorations that are affixed to the walls, ceiling or furniture are not permitted. Candles, confetti, rice, or bubbles are not permitted.

Decorations may be placed in the ceremony space 15 minutes before the ceremony is scheduled to begin and must be removed within 15 minutes of the conclusion of the ceremony.

The Town of Aylmer can provide minimal decorations or supplies upon request (table cloth, faux flower centerpiece, vase & flameless candle, camera tripod, easel). Please indicate if these items are requested on the attached form.

13. Music is permitted at certain times during the ceremony and is to be determined in advance of the ceremony. When selecting the type of music, consideration should be given to its appropriateness and contribution to the dignity of the occasion. It is the responsibility of the Applicants to supply the music and audio

playback device for the ceremony. Please indicate if you would like music as part of your ceremony on the attached form.

14. The Applicants shall be responsible for the conduct and supervision of all persons admitted to the civil ceremony space and shall see that all regulations pertaining to the event are strictly followed.
15. The Applicants, as the renters of the Council Chamber or Cenotaph Gazebo for the civil marriage ceremony, hereby consent to defend and indemnify The Corporation of the Town of Aylmer for any loss or damages incurred by their invitees. The Applicants agree that The Corporation of the Town of Aylmer 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. All fees are subject to change based on revisions to the Town of Aylmer's Fees & Charges By-Law. Please confirm all fees with the Officiant before booking your civil ceremony.
17. Changes to the date and/or time of a civil ceremony are permitted at no additional charge provided the location and the Officiant is available, and the request is received a minimum of five (5) business days prior to the originally scheduled date and time. No refund will be issued if the ceremony is cancelled on the day of the ceremony, or if the Applicant(s) fail to appear for the ceremony.

To schedule your civil ceremony, please contact us at:

Officiant

Chelsea Jibb

cjibb@town.aylmer.on.ca

519-773-3164 ext. 4920

46 Talbot St W, Aylmer, ON

aylmer.ca

Frequently Asked Questions

a. What documents are required to book a civil ceremony with the Town of Aylmer?

Applicants are required to have a valid marriage licence from an issuing municipality or be intending to secure a marriage licence through the Town of Aylmer as part of their civil ceremony package. Applicants are also required to review and submit the included Town of Aylmer Civil Ceremony Booking Agreement.

b. Does the marriage licence need to be issued by the Town of Aylmer to be married by a Town of Aylmer Officiant?

No, you may secure your Ontario Marriage Licence through any issuing municipality in the Province of Ontario. A marriage licence is valid for 90 days from the date of its issuance. Please be sure to book your civil ceremony in advance of the expiry date to avoid having to reapply.

c. Does the Town of Aylmer offer same day service for a civil ceremony?

Whether the Town of Aylmer is able to offer a couple a same day service civil ceremony is at the discretion of the Officiant. To avoid disappointment, please schedule your civil ceremony in advance.

d. Can we get married on the weekend? Or in the evening?

Officiants may conduct civil ceremonies outside of the regular hours of operations upon request and availability. When a ceremony is held outside of the Town of Aylmer's regular hours, Applicants must provide an alternate ceremony location as outlined in the guidelines in this package.

e. My partner does not read, write or speak English, but I do. Do we need a translator for the ceremony or am I able to translate for my partner?

If your partner does not understand English, they will require a translator. While we understand that you intend to translate the ceremony faithfully, as it is a legal ceremony, a separate translator must be present who is not related to the Applicants. The translator must be willing to present photo identification and sign an affidavit that they will translate the civil ceremony correctly and as per requirements.

f. Can same-sex, transgender and gender non-binary couples have a civil ceremony in Aylmer?

At the Town of Aylmer, our community and residents can expect to be affirmed, included, and celebrated no matter their sexual orientation, gender identity, or gender expression. We believe that everyone should have the right to marry and have their love celebrated. The Town of Aylmer is committed to providing an

inclusive and safe space for celebrating your commitment to one another through marriage.

g. I am a transgender/ non-binary person and no longer identify with the name I was given at birth. Do I have to use my birth name during the ceremony?

If you have legally changed your name, you are permitted to use that name on all documents and during the civil ceremony. If you have not legally changed your name, you are required to sign your legal name on all official paperwork; however, you are permitted to use your chosen name during the ceremony. Please advise the Officiant of how you wish to be addressed, including your pronouns.

h. May we include a religious/ spiritual reading or blessing in our ceremony?

The Officiant is not permitted to perform any type of religious or spiritual ceremony in keeping with the spirit of the Ontario Marriage Act, which requires that civil ceremonies be non-denominational. Readings or blessings, however, may be read or performed by someone other than the Officiant. Please advise the Officiant at the time of booking if you wish to include a reading or blessing in your civil ceremony.

i. Who will register the marriage?

During the ceremony, the Applicants, their Witnesses and the Officiant sign the Record of Solemnization, the Statement of Marriage and the Marriage Register. The Officiant is responsible for sending the Statement of Marriage to the Office of the Registrar within two (2) business days of the civil ceremony to register the marriage with the Province of Ontario. Please note that it takes approximately 6-8 weeks for the Province to register a marriage. Wait times may vary.

j. How do we order our Marriage Certificate?

To order your Marriage Certificate, you must complete a Marriage Certificate Request Form and submit payment to the Province. Forms can be requested from the Town of Aylmer Town Hall office, in-person at Service Ontario or online at orgforms.gov.on.ca/eForms/start.do?lang=en.

Civil Ceremony Booking Agreement

The Applicants acknowledge that they have read the Town of Aylmer Civil Marriage Guidelines as attached hereto and shall adhere to the requirements established with respect to the provision of civil marriage services by the Town of Aylmer. The Applicants also acknowledge that the information provided here is true and accurate to the best of their knowledge.

Personal information on this form is collected under the authority of the Marriage Act R.S.O. 1990, as amended, and will be used for the sole purpose of booking a Marriage Commissioner and making the necessary preparations for the civil marriage ceremony. Questions regarding this collection should be forwarded to the Clerk of the Town of Aylmer.

CEREMONY

Date: _____ Time: _____

Location: ☐ Council Chambers
☐ Cenotaph Gazebo
☐ Alternate Location (Address: _____)

Marriage Lic. #: _____ Date Issued: _____

APPLICANTS

Applicant Name: _____

Applicant Signature: _____

Phone No. _____ Email: _____

Joint Applicant Name: _____

Joint Applicant Signature: _____

Phone No. _____ Email: _____

WITNESSES

Witness #1 Name: _____

Address: _____

Witness #2 Name: _____

Address: _____

We will need witnesses provided by the Town of Aylmer. ☐ YES
☐ NO

OFFICE USE ONLY

☐	Ceremony	\$	_____
☐	Travel Expense	\$	_____
☐	Witnesses	\$	_____
☐	HST	\$	_____
☐	Marriage Licence	\$	_____
		TOTAL \$	_____

PAID ☐ FULL ☐ PARTIAL DUE: \$ _____

Civil Ceremony Options

The only legally required elements for a marriage ceremony script are outlined in Section 24(3) of the Marriage Act. In that section it states that during some part of the ceremony, in the presence of witnesses and the Officiant solemnizing the marriage,

- a. Each of the parties to be wed shall declare “I do solemnly declare that I do not know of any lawful impediment why I (name of Person), may not be joined in matrimony to (name of other Person)”; and,
- b. Each of the parties to be wed shall say to the other “I call upon those persons present to witness that I, (name of Person) do take you, (name of other Person) to be my lawful wedded (husband/wife/spouse/partner)”; and,
- c. After the declarations and statements required have been made, the Officiant solemnizing the marriage shall say “I, (name of Officiant), by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you (name of Person) and (name of other Person) to be married.”

No other ceremony is required if you and your partner prefer a basic legal ceremony; however, we have provided the basic outline of a civil ceremony script in this package, along with options for customizing it to suit your personality and needs as a couple. Please feel free to discuss your preferences with your Officiant.

Ceremony Preference *(Select your preferred option. Selection is required.)*

- ☐ Basic Legal Ceremony *(As outlined above.)*
- ☐ Traditional Ceremony *(Read on to make your ceremony selections.)*

Opening Remarks

OFFICIANT:

We are gathered here for the purpose of joining in the legal state of matrimony (this person and this person/ this couple/ this man and this woman), 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 anyone present who can show just cause why these two persons may not be lawfully joined together in matrimony, they should declare it now or hereafter remain silent.

Person 1 and Person 2, do you, with your family and friends as your witnesses/ before these witnesses, present yourselves willingly and of your own accord to be joined in marriage?

PERSON 1 & PERSON 2:

We do.

OFFICIANT:

PERSON 1 and PERSON 2, you have made it known that you wish to be joined in marriage and no one has shown just cause why you may not. If either of you know of any lawful impediment why you should not be married, you are to declare it now.

Legal Declaration *(Select your preferred option. Selection is required.)*

☐ OFFICIANT:

PERSON 1, do you solemnly declare that you do not know of any impediment why you may not be joined in matrimony to PERSON 2.

PERSON 1:

I do.

☐ OFFICIANT:

Please repeat after me. I do solemnly declare that I do not know of any lawful impediment why I, PERSON 1, may not be joined in matrimony to PERSON 2.

☐ OFFICIANT:

Are you, PERSON 1, free to lawfully marry PERSON 2?

PERSON 1:

I am.

Exchange of Vows *(Select your preferred option. Selection is required.)*

The couple will now exchange their vows with one another.

☐ Write own vows.

☐ OFFICIANT:

Do you, PERSON 1, take PERSON 2, to be your lawful wedded husband/ wife/ spouse/ partner?

PERSON 1:

I do.

☐ OFFICIANT:

Do you, PERSON 1, take PERSON 2, to be your lawful wedded husband/ wife/ spouse/ partner? Do you promise to walk by his/ her/ their side through this life? To share his/ her/ their laughter in joy and his/ her/ their tears in sorrow? To love and cherish each other so long as you both shall live?

PERSON 1:

I do.

☐ OFFICIANT:

Please repeat after me. I call upon these persons here present, to witness that I, PERSON 1, do take you, PERSON 2, to be my lawful wedded husband/ wife/ spouse/ partner.

☐ OFFICIANT:

Please repeat after me. I call upon these persons here present, to witness that I, PERSON 1, do take you, PERSON 2, 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.

☐ OFFICIANT:

Do you, PERSON 1, take PERSON 2, to be your lawful wedded husband/ wife/ spouse/ partner? Do you promise to build a life together? To walk hand in hand and side by side through this life, holding tight to one another in sorrow and in joy?

PERSON 1:

I do and will.

Exchange of Rings *(Select your preferred option. Selection is required.)*

The couple will now exchange rings as a symbol of their love and promise to each other.

☐ Write own exchange.

☐ OFFICIANT:

Please repeat after me, while placing the ring on the third finger of PERSON 2's left hand. With this ring, I thee wed.

☐ OFFICIANT:

Please repeat after me, while placing the ring on the third finger of PERSON 2's left hand. I give you this ring as a symbol of my love and commitment to you and our life together.

☐ OFFICIANT:

Please repeat after me, while placing the ring on the third finger of PERSON 2's left hand. With this ring, I thee wed. I shall love, honour and cherish thee.

☐ OFFICIANT:

Please repeat after me, while placing the ring on the third finger of PERSON 2's left hand. With this ring, I give you all that I am and all that I hope to be. Let this ring be a symbol of my love and commitment to you, my husband/ wife/ spouse/ partner.

☐ Do not exchange rings.

Signing of the Register

OFFICIANT:

I would now invite the Witnesses to join PERSON 1 and PERSON 2 in signing the register.

Officiant Pronouncement

OFFICIANT:

PERSON 1 and PERSON 2, you have pledged yourselves to each other through an exchange of vows and rings. May the love that we celebrate here today be the foundation of a lasting and happy life together.

I, OFFICIANT, by the virtue of the powers vested in me by the Marriage Act, do hereby pronounce you, PERSON 1 and PERSON 2 to be husband and wife/ partners in life/ married.

Exchange of Embrace or Kiss *(Select your preferred option.)*

- ☐ Embrace
- ☐ Kiss
- ☐ No Kiss or Embrace

Please join me in congratulating the LAST NAMES/ BRIDE & GROOM/ COUPLE.