



## **The Corporation of the Municipality of Red Lake**

### **Civil Marriage Services Package**

**The Corporation of the Municipality of Red Lake**  
2 Fifth Street, Balmertown, Ontario, P0V 1C0  
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## Applicant's Check List

- Determine the location and time for your ceremony.
- Confirm that your date is available with the Municipal Clerk (807-735-2096) or [municipality@redlake.ca](mailto:municipality@redlake.ca).
- Review Guidelines. (see page 4)
- Complete the Booking Agreement form for a Municipality of Red Lake Civil Marriage Service by contacting the Office of the Clerk at the municipal office. (Schedule C)
- Pay for all required fees in accordance with this package. (Plus those to the Marriage Commissioner)
- Choose type of ceremony. (Schedule A) **Additional approved wording for civil marriage ceremony is available, please review with the Marriage Commissioner.**
- Choose alternative vows or prepare personal vows. **Additional approved wording for civil marriage ceremony is available (Schedule B). If the personal vow option is chosen, please provide vows to the Marriage Commissioner prior to the pre-ceremony meeting for approval (see page 6).**
- Make arrangements for 2 witnesses, preferably over the age of 16. (see page 6)
- Complete the Pre-Ceremony Questionnaire for review with the Marriage Commissioner (Schedule D). The Marriage Commissioner will contact you well in advance of your ceremony to discuss ceremony details.
- If required, please make arrangements for an interpreter for the ceremony. (see page 6)
- Arrange for any music, videographer, photographer and decorations.

### **REMINDER:**

As part of the process to obtain a **Marriage Certificate**, it is recommended that you complete an application form for a Marriage Certificate approximately 6-8 weeks following the date of Marriage. Forms, fees, etc. will be included with your Marriage License package or can be obtained on-line at <https://www.ontario.ca/page/getting-married>.

## **Civil Marriage Services**

The Municipality of Red Lake currently offers civil marriage services. The Municipality of Red Lake's Civil Marriage Service is a non-denominational and dignified ceremony, which adheres to the requirements of the Marriage Act for the Province of Ontario.

### **Civil Marriage Ceremony:**

Civil Marriage Ceremonies, available in English only, are simple and dignified. The Marriage Commissioner will conduct such services at any location in Ontario subject to certain conditions but are authorized to perform such services within the boundaries of The Corporation of the Municipality of Red Lake and the surrounding unincorporated area.

Ceremonies can also be conducted in the Council Chambers which provides an intimate and formal setting. While the Council Chambers may be available Monday through Thursday, Fridays are designated specifically for the provision of civil marriage ceremonies.

Same day service for a Civil Marriage Ceremony is possible provided a valid Ontario Marriage License is produced, the availability of a Marriage Commissioner, and a preferred location. It is recommended that ceremonies be booked in advance to allow for a pre-ceremony meeting at least three (3) days prior to the ceremony.

The Marriage Commissioner is available to conduct marriages seven (7) days per week, based on availability. All marriage services shall be booked through the municipal office.

### **Guidelines**

1. Civil Marriage ceremonies last a maximum of thirty (30) minutes, depending on the vows chosen. The service time booked would be approximately one (1) hour to allow for photo opportunities and use of an interpreter, if required. Plan to arrive at least fifteen (15) minutes prior to the ceremony to allow time for review of final details.
2. Civil Marriages will be conducted in English only at any location within the Municipality of Red Lake and the surrounding unincorporated area, subject to confirmation by the Clerk's department. If the ceremony is to be held any where else in Ontario, further approvals are required.
3. Services can also be conducted in the Council Chambers at the municipal office, 2 Fifth Street, which provides an intimate and dignified setting. The Council Chambers, however, is only available during regular business hours 8:30 a.m. to 4:30 p.m., Monday to Friday ONLY, subject to availability. The Municipality of Red Lake has set aside Friday afternoons for this purpose between the hours of 1:00 p.m. and 4:00 p.m. Council Chambers will NOT be available on weekends, holidays, or any time after 4:30 p.m. However, ceremonies at other locations can be held seven (7) days a week.

**4. FEES:** (All fees shall be subject to taxes as applicable)

- a. Payments are to be made at the municipal office and can be done by cash, credit card or debit. All fees are payable in advance at the time of booking and require the execution of a Booking Agreement. A percentage of these fees are paid to the Marriage Commissioner. A blank Booking Agreement form is included in this package for your reference. The fees for Civil Marriage Services, as approved by Council and identified in Schedule E.
- b. The Marriage Commissioner may charge for travel, accommodation, meals, 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 4 b. are separate and apart from the Municipality's fees and as such shall be paid directly to the Marriage Commissioner by the applicant.

- c. Municipal fees are payable to the Municipality of Red Lake at the time of booking. Please note the Civil Marriage Service does not include the fee for the Marriage License or use of the Council Chambers.
  - d. The fee for a Marriage License is located on Schedule E. More information regarding the application process for obtaining a Marriage License in Ontario can be obtained by accessing the Government of Ontario website - <https://www.ontario.ca/page/getting-married> or from the Clerk's office at the municipal office.
  - f. Changes to date and/or time are permitted at no additional charge, provided the location and the Marriage Commissioner is available and must be received a minimum of two (2) business days prior to the originally scheduled date and time. An administration fee will be applied should the ceremony be cancelled prior to the scheduled date. No refund will be issued if the ceremony is cancelled on the day of the ceremony, or the Applicant(s) fail to appear for the ceremony.
- 5.** It is recommended that a request for a Civil Marriage Ceremony be received a minimum of three (3) days prior to the date of the ceremony. The applicants are required to complete the Booking Agreement and pay the appropriate fee at the municipal office. As well, Applicants must complete a Pre-Ceremony Questionnaire with the Marriage Commissioner.
- 6.** A Pre-Ceremony Meeting with the Marriage Commissioner is required and lasts approximately fifteen (15) minutes and is to be scheduled at least three (3) days prior to the ceremony (exception as noted in No. 5 above). Please ensure you have the following available for the Marriage Commissioner:
- ✓ If specific vows are to be included, please provide a written approved copy to the Marriage Commissioner.

- ✓ If an interpreter is to be used, provide an applicable form to the Marriage Commissioner with details.
- ✓ Provide the valid Marriage License issued in the Province of Ontario (date issued must be within three (3) months of ceremony).

*It is preferred only the couple meets with the Marriage Commissioner during this session.*

Please Note:

It is the Applicants' responsibility to provide an interpreter if they do not speak English 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.

There is no minimum age requirement for a witness, however, it is suggested they should be at least sixteen (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 Applicants' responsibility to provide the witnesses.

The Record of Solemnization of Marriage provided at the ceremony is not a legal record. Approximately six (6) to (8) weeks after the ceremony you **may** apply to the Office of the Registrar General to obtain an official Marriage Certificate. The appropriate form is included with the Marriage License that was issued to the Applicants.

7. Alcohol or stimulants are not to be used by the Applicants or their witnesses prior to or during the ceremony. If the Marriage Commissioner has reason to believe that alcohol or other stimulants have been used, the ceremony will not proceed.
8. In order to maintain the dignity of the ceremony, clothing should be appropriate for the occasion.
9. Music in the Council Chambers 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.
10. A maximum of twenty (20) guests (not including the wedding party) can be accommodated in the Council Chambers should this location be used for a Civil Marriage Ceremony.
11. Photographs may be taken before, during and after the ceremony. Videotaping of the ceremony may be permitted subject to certain limitations at the discretion of the Marriage Commissioner.
12. No confetti, rice, bubbles etc. are allowed in the Council Chambers or on municipal property. Smoking and/or use of candles are not allowed in or on the municipal office property.
13. For use of the Council Chambers at the municipal office, minimal decorations are permitted (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. Use of decorations that are to be affixed

to walls or furniture (i.e. tape, staples, nails, etc.) are not permitted. The Municipality of Red Lake will provide silk flower arrangements should it be requested.

- 14. The Applicants, as renters of the Council Chambers for the Civil Marriage Ceremony, shall be responsible for the conduct and supervision of all persons admitted to the Council Chambers and shall see that all regulations pertaining to the event are strictly followed.
- 15. The Council Chambers may only be used for Civil Marriage Ceremonies conducted by a Municipality of Red Lake Marriage Commissioner, or the Clerk or designate, if necessary. The Council Chambers will only be made available for a maximum of one and one-half hours per ceremony.

### **Frequently Asked Questions**

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

We require a completed 1) Booking Agreement and 2) Pre-Ceremony Questionnaire you will complete during the pre-ceremony meeting with the Marriage Commissioner. Both forms are included in this package. If the Marriage License has been obtained, it should be provided to the Marriage Commissioner in advance of the ceremony.

**2. Who may officiate at our wedding?**

For a Civil Marriage, the Municipality’s Marriage Commissioners may perform the ceremony.

**3. Does the Municipality offer “same day service” for a ceremony?**

Yes, provided a valid Ontario Marriage License is produced and a Marriage Commissioner is available. However, it is recommended that ceremonies be booked in advance to allow for a pre-ceremony meeting at least three (3) days prior to the ceremony.

**4. Where can we hold our wedding?**

Anywhere within the jurisdiction of the Municipality of Red Lake, its surrounding unincorporated area and within the Province of Ontario. Ceremonies may also be held at the municipal office in the Council Chambers, based on availability.

**5. Do we have to purchase our Ontario Marriage License in Red Lake to be married in Red Lake?**

No. You may purchase an Ontario Marriage License at any municipal office in the Province of Ontario to be married 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. The Municipality will supply witnesses for ceremonies taking place at the municipal office only, during regular business hours, subject to availability.

**7. May we include a standalone reading during our ceremony?**

Yes, however, the reading or blessing may not contain any religious wording in keeping with the spirit of the Ontario Marriage Act which requires civil ceremonies to be “non-denominational”. The Marriage Commissioner or any other person may not perform any type of religious ceremony.

**8. Will Marriage Commissioners marry same-sex partners?**

Yes, there is a constitutional requirement in Canada to issue marriage licenses and solemnize civil marriages of same-sex couples.

**9. Who registers our Civil Marriage?**

All parties must sign the Record of Solemnization (to be retained by the couple) and the Statement of Marriage (included on the marriage license). Following the ceremony, the Marriage Commissioner will ensure all documentation is delivered to the municipal office so it can be mailed to the Office of the Registrar General in Thunder Bay, where marriages are registered for the Province of Ontario.

# MARRIAGE COMMISSIONER



**INGRID PICKARD**

Ingrid is our main Marriage Commissioner and has been performing wedding ceremonies since 2018. She performs ceremonies on weekends and weekdays after 4:30 p.m., at a location of choice. Ingrid was born and raised in Red Lake and enjoys spending time with her husband and two children. She is excited to be a part of your special day!

The Municipal Clerk also performs wedding ceremonies between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, in the Municipal Council Chambers or at a location of choice.

## Council Chambers



## Red Lake Regional Heritage Centre



There are many parks and facilities in the Municipality of Red Lake that may be available for civil marriage services.

Please contact the Parks and Recreation Supervisor @ 727-2089 or email @ [recreation@redlake.ca](mailto:recreation@redlake.ca) for more information.

## **Schedule “A”**

### **Sample Ceremonies**

We have three (3) sample ceremonies to choose from.

There is a provision to allow applicants to include alternative vow options (Schedule “B”) for their ceremony which can be inserted between the mandatory declarations required under the Marriage Act. If this option is chosen, please provide vows to the Marriage Commissioner prior to the pre-ceremony meeting for approval.

This ceremony will be approximately 5-10 minutes in duration  
Words highlighted in "green" are MANDATORY, as per the *Marriage Act*

### **OPTION #1 – NO RINGS**

#### **OPENING**

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.

#### **READING**

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 who 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.

*Marriage Commissioner to 1<sup>st</sup> Person: Repeat after me please:*

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

*Marriage Commissioner to 2<sup>nd</sup> Person: Repeat after me please:*

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

**If either person is escorted forward, Marriage Commissioner states:**

“Who is it that gives this \_\_\_\_\_ (man/woman/these individuals) in marriage?

Answer “I/we do”. (father, mother, children, relatives, etc.)

#### **DECLARATION OF INTENT AND VOWS**

*Marriage Commissioner - Would you please face each other, join hands and repeat after me.*

Marriage Commissioner to 1<sup>st</sup> Person:

I call upon these persons here present, to witness that I, \_\_\_\_\_  
do take you, \_\_\_\_\_  
\_\_\_\_\_ to be my lawful wedded (wife/ husband/ partner/  
spouse). To have and to hold from this day forward. 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.

Marriage Commissioner to 2<sup>nd</sup> Person: Repeat after me please

I call upon these persons here present, to witness that I, \_\_\_\_\_  
do take you, \_\_\_\_\_  
\_\_\_\_\_ to be my lawful wedded (wife/ husband/ partner/ spouse).  
To have and to hold from this day forward. 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.

### **PRONOUNCEMENT**

\_\_\_\_\_ and \_\_\_\_\_ have pledged themselves to each  
other and have declared this symbolically by their vows. I, \_\_\_\_\_  
(Marriage Commissioner) by virtue of the powers vested in me by the Marriage Act, do  
hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be  
married.

*You may now kiss your bride / kiss.*

### **SIGNING OF THE REGISTER** *(this part does not have to form part of the ceremony and may be completed immediately following the ceremony)*

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

### **SERVICE CONCLUSION**

I wish you a long life, happiness, prosperity and may the vows you made to each other  
today, sustain you forever.

It gives me great pleasure to introduce to you the married couple.

This ceremony will be approximately 10-15 minutes in duration  
Words highlighted in "green" are MANDATORY, as per the *Marriage Act*

## **OPTION #2 – RINGS**

### **OPENING**

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.

### **READING**

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 who 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.

*Marriage Commissioner to 1<sup>st</sup> Person: Repeat after me please:*

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

*Marriage Commissioner to 2<sup>nd</sup> Person: Repeat after me please:*

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

**If either person is escorted forward, Marriage Commissioner states:**

“Who is it that gives this \_\_\_\_\_ (man/woman/these individuals) in marriage?

Answer “I/we do”. (father, mother, children, relatives, etc.)

### **DECLARATION OF INTENT AND VOWS**

*Marriage Commissioner* - Would you please face each other, join hands, and repeat after me.

*Marriage Commissioner to 1<sup>st</sup> Person: Repeat after me please:*

I call upon these persons here present, to witness that I, \_\_\_\_\_  
do take you, \_\_\_\_\_  
\_\_\_\_\_ to be my Lawful wedded (wife/ husband/ partner/  
spouse). To have and to hold from this day forward. 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.

*Marriage Commissioner to 2<sup>nd</sup> Person: Repeat after me please:*

I call upon these persons here present, to witness that I, \_\_\_\_\_  
do take you, \_\_\_\_\_  
\_\_\_\_\_ to be my Lawful wedded (wife/ husband/ partner/  
spouse). To have and to hold from this day forward. 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.

### **EXCHANGE OF RINGS**

*(Make provision for ring bearer)*

*Marriage Commissioner to 1<sup>st</sup> Person:*

The ring is a symbol of your marriage and a symbol of your love and life together.  
\_\_\_\_\_, please place the ring on the third finger of \_\_\_\_\_'s left hand saying  
after me:

"I give you this ring as a symbol of the unending union of my life with yours and as a  
symbol of my love and commitment to you. I shall always love, honour and cherish you.  
With this ring, I thee wed.

*Marriage Commissioner to 2<sup>nd</sup> Person:*

The ring is a symbol of your marriage and a symbol of your love and life together.  
\_\_\_\_\_, please place the ring on the third finger of \_\_\_\_\_'s left hand saying  
after me:

"I give you this ring as a symbol of the unending union of my life with yours and as a  
symbol of my love and commitment to you. I shall always love, honour and cherish you.  
With this ring, I thee wed.

As you wear these rings may you find them reminders of an endless love which may grow  
more meaningful with each passing day.

## **PRONOUNCEMENT**

\_\_\_\_\_ and \_\_\_\_\_ have pledged themselves to each other and have declared this symbolically by their vows. I, \_\_\_\_\_ (Marriage Commissioner) by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be married.

*You may now kiss your bride / kiss.*

## **SIGNING OF THE REGISTER** *(this part does not have to form part of the ceremony and may be completed immediately following the ceremony)*

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

## **SERVICE CONCLUSION**

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.

I wish you a long life, happiness, prosperity and may the vows you made to each other today, sustain you forever.

It gives me great pleasure to introduce to you the married couple.

This ceremony will be approximately 15-30 minutes in duration  
Words highlighted in **green** are MANDATORY, as per the *Marriage Act*

### **OPTION #3 – PERSONAL VOWS & RINGS**

#### **OPENING**

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.

#### **READING**

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 who 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:        1<sup>st</sup> Person**

**PERSONAL VOWS:        2<sup>nd</sup> Person**

*Marriage Commissioner to 1<sup>st</sup> Person: Repeat after me please:*

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

*Marriage Commissioner to 2<sup>nd</sup> Person: Repeat after me please:*

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

**If either person is escorted forward, Marriage Commissioner states:**

“Who is it that gives this \_\_\_\_\_ (man/woman/these individuals) in marriage?”

Answer “I/we do”. (father, mother, children, relatives, etc.)

#### **DECLARATION OF INTENT AND VOWS**

*Marriage Commissioner* - Would you please face each other, join hands and repeat after me.

*Marriage Commissioner to 1<sup>st</sup> Person: Repeat after me please:*

I call upon these persons here present, to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_ to be my Lawful wedded (wife/ husband/ partner/ spouse). To have and to hold from this day forward. 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.

*Marriage Commissioner to 2<sup>nd</sup> Person: Repeat after me please:*

I call upon these persons here present, to witness that I, \_\_\_\_\_ do take you, \_\_\_\_\_ to be my Lawful wedded (wife/ husband/ partner/ spouse). To have and to hold from this day forward. 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.

### **EXCHANGE OF RINGS**

*(Make provision for ring bearer)*

*Marriage Commissioner to 1<sup>st</sup> Person:*

The ring is a symbol of your marriage and a symbol of your love and life together. \_\_\_\_\_, please place the ring on the third finger of \_\_\_\_\_'s left hand saying after me:

"I give you this ring as a symbol of the unending union of my life with yours and as a symbol of my love and commitment to you. I shall always love, honour and cherish you. With this ring, I thee wed.

*Marriage Commissioner to 2<sup>nd</sup> Person:*

The ring is a symbol of your marriage and a symbol of your love and life together. \_\_\_\_\_, please place the ring on the third finger of \_\_\_\_\_'s left hand saying after me:

"I give you this ring as a symbol of the unending union of my life with yours and as a symbol of my love and commitment to you. I shall always love, honour and cherish you. With this ring, I thee wed.

As you wear these rings may you find them reminders of an endless love which may grow more meaningful with each passing day.

**PRONOUNCEMENT**

\_\_\_\_\_ and \_\_\_\_\_ have pledged themselves to each other and have declared this symbolically by their vows. I, \_\_\_\_\_ by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you \_\_\_\_\_ and \_\_\_\_\_ to be married.

*You may now kiss your bride / kiss.*

**SIGNING OF THE REGISTER** *(this part does not have to form part of the ceremony and may be completed immediately following the ceremony)*

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

**SERVICE CONCLUSION**

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.

I wish you a long life, happiness, prosperity and may the vows you made to each other today, sustain you forever.

It gives me great pleasure to introduce to you the married couple.

## **Schedule “B”**

### **Alternative Vow Options**

There is a provision to allow applicants to choose alternative vows for their ceremony which can be inserted between the mandatory declarations required under the Marriage Act. If this option is chosen, please provide vows to the Marriage Commissioner prior to the pre-ceremony meeting for approval.

For alternative vow options, please contact the Clerk’s Department

807-735-2096 or [municipality@redlake.ca](mailto:municipality@redlake.ca)



- 7. **Travel/Mileage/Time/Rehearsal Fees may be charged and are to be paid directly to the Marriage Commissioner.**
- 8. The assignment of civil marriages to the Marriage Commissioner shall be based by the Clerk.

<p><b>The Applicant(s) acknowledge that they have read the Municipality of Red Lake Civil Marriage Guidelines, attached hereto, and shall adhere to the requirements established with respect to the provision of Civil Marriage Services by the Municipality of Red Lake.</b></p>	
<p>_____</p> <p>Signature of Applicant(s)</p>	<p>_____</p> <p>Date</p>

**Office Use Only:**

<b>Marriage Ceremony Confirmation</b>
<b>Name of Commissioner:</b>
<b>Signature of Clerk’s Office Representative:</b>
<b>Marriage License Number, if issued at this time:</b>
<b>Marriage Commissioner Services Paid: Yes or No</b>
<b>Marriage License Paid: Yes or No</b>

Personal information on this form is collected under the authority of Section 10 of the Municipal Act, 2001, S.O. 2001, C.25, and the Marriage Act, R.S.O. 1990, c.M3 and will be used for the purpose of this Application only.

## Pre-Ceremony Questionnaire

This information will assist the Marriage Commissioner to coordinate the details of the ceremony.

<b>Applicant:</b>	<b>Co-Applicant:</b>
Last Name	Last Name
First Name, Middle Name	First Name, Middle Name
Occupation	Occupation
Phone Number	Phone Number
Email Address:	Email Address:
Date of Marriage ( <i>mm/dd/yyyy</i> )	Time of Marriage
Location of Ceremony ( <i>be specific</i> )	
Name of 1 <sup>st</sup> Witness ( <i>Last, First</i> ) ( <i>Preferably 16 years of age or older</i> )	
Civic Address of 1 <sup>st</sup> Witness (house/apt. number, street, town)	
Name of 2 <sup>nd</sup> Witness ( <i>Last, First</i> ) ( <i>Preferably 16 years of age or older</i> )	
Civic Address of 2 <sup>nd</sup> Witness (house/apt. number, street, town)	
Selection of Vows: Simple Ceremonies - see Schedule A <input type="checkbox"/> Option 1 (no rings): <input type="checkbox"/> Option 2 (rings): <input type="checkbox"/> Option 3 (personal vows & rings) Alternative Vow Options – see Schedule B  Personal Vows – please provide written copy to your Marriage Commissioner: <a href="mailto:ingrid.pickard@redlake.ca">ingrid.pickard@redlake.ca</a> or <a href="mailto:christine.goulet@redlake.ca">christine.goulet@redlake.ca</a>	
Rehearsal? Yes or No	

If yes, Date & Time:	Location:
Will anyone be giving the applicant away? Yes or No	
If yes, Name:	Relationship:
Will rings be exchanged during the ceremony? Yes or No	
Who will be holding the rings for the couple at the ceremony?	
Will there be a name change for the Applicant? Yes or No	
If yes, Name:	
Wording for ceremony ie. "husband/wife", "partners" or "these two people" – please circle preference.	
Reading by family member, friend, wedding party? (may not contain any religious reference) Yes or No Whom?	
Please provide wording to Marriage Commissioner.	
The Municipality of Red Lake has a microphone & speaker available for wedding ceremonies only. ( <i>recommended for outdoor weddings, by the lake, large weddings</i> )	
Do you require the microphone and speaker for your ceremony? Yes or No	
Do you wish to have the signing of the Marriage License/Marriage Register during the ceremony? (If yes, please ensure a table is available for signing.) Yes or No	
Or immediately after the ceremony? Yes or No	
Would you like the Marriage Commissioner to announce cell phones to be silenced during ceremony? Yes or No	
How would you like to be introduced following the ceremony?	
Is an interpreter required? Yes or No	
(Applicants must supply interpreter & complete additional form)	
Number of Guests:	
(If using the Council Chambers, maximum guests permitted is 20 persons)	
Will there be music during the ceremony? Yes or No	
(if in the Council Chamber, music and equipment to be supplied by applicants)	
If using Council Chambers, are floral decorations required? Yes or No	
If using Council Chambers, will there be a formal entrance by bride/wedding party?	
Yes or No	
Other comments:	

Personal information on this form is collected under the authority of Section 10 of the Municipal Act, 2001, S.O, 2001, C.25, and the Marriage Act, R.S.O. 1990, c.M3 and will be used for the purpose of this Application only.

## **Schedule “E”**

### **Fees**

For current fees please refer to the link below.

<https://www.redlake.ca/our-government/fees/>