



MUNICIPALITY OF  
**West Elgin**

**Staff Report**

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-03-14  
**Subject:** Civil Marriage Solemnization

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**Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Civil Marriage Solemnization; And

**Option 1:** That West Elgin Council hereby withdraw the Civil Marriage Ceremony from services offered at West Elgin.

**OR**

**Option 2:** That West Elgin Council hereby authorize the Clerk to participate in the next available AMCTO Civil Marriage Solemnization Workshop, to continue to provide this service, when availability allows; And

That council direct staff to update the corresponding by-laws and procedures, at a future meeting of Council.

**Purpose:**

The purpose of this report is to provide Council with the option to continue offering civil marriage ceremonies performed by the Municipal Clerk or eliminate the option from services offered.

**Background:**

In 2018, a by-law was enacted that authorized the civil marriage solemnization service in the municipality, with both on-site services in the Municipal Office, and off-site. Services were offered both during business hours, and outside of office hours, at the Clerks discretion/availability. The by-law (attached) authorized the Clerk and Deputy Clerk at the time, to perform these services, however, there are currently no authorized staff in the municipal office to perform the service.

An email was circulated to Elgin County Clerk, with two responses received. Currently Dutton Dunwich and Bayham do not perform this service, while the Town of Aylmer does.

To my knowledge, there are two members of the community who perform civil marriage ceremonies within the municipality, and since the commencement of my employment with West Elgin, I have not received any requests for the service. The current fee by-law indicates that the fee is available for \$350.00, with an additional \$100.00 for rehearsal. Removal of this service would not affect the ability to issue marriage licenses, which is a regular occurrence in the spring to fall months.

A few times annually, AMCTO offers a Civil Marriage Solemnization workshop, for a fee, to train Clerks and delegates to perform the service.

**Financial Implications:**

Cost of the AMCTO workshop, (Current Member Price is \$359.00+HST)

**Policies/Legislation:**

*Marriage Act*

*Municipal Act*

O. Reg 285/04

**Alignment with Strategic Priorities:**

<b>Infrastructure Improvement</b>	<b>Recreation</b>	<b>Economic Development</b>	<b>Community Engagement</b>
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuć  
Clerk