

Policies & Priorities Committee Meeting
AGENDA

Tuesday, November 28, 2017, 5:00 pm
Tecumseh Town Hall
www.tecumseh.ca

Pages

1. CALL TO ORDER
2. ROLL CALL
3. DISCLOSURE OF PECUNIARY INTEREST
4. DELEGATIONS
5. COMMUNICATIONS
6. REPORTS
 - a. Director Corporate Services & Clerk Report No 39-17 2 - 8
Re: Council Post-Retirement Health & Dental Benefits
 - b. Deputy Clerk & Manager of Legislative Services Report No 43-17 9 - 19
Re: Issuance of Marriage Licences and Civil Marriage Ceremonies
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. NEXT MEETING
10. ADJOURNMENT



THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk
Report No. 39/17

TO: Policies & Priorities Committee

FROM: Laura Moy, Director Corporate Services & Clerk

DATE OF REPORT: October 23, 2017

DATE TO COUNCIL: November 28, 2017

SUBJECT: Council Post-Retirement Health & Dental Benefits

RECOMMENDATIONS

It is recommended that:

1. Corporate Services & Clerks Report No. 39/17 regarding Council Post-Retirement Health & Dental Benefits, **be received**; and that
2. Based on answers to questions outlined in this report, a Policy on Council Health & Dental Benefits, Life Insurance and Post-Retirement Benefits, **be developed** and presented to Council for consideration.

BACKGROUND

At the July 11, 2017 meeting of the Personnel Committee, the Members were presented with Corporate Services & Clerks Report No. 19/17 regarding Costings for Council Health & Dental Benefits and Life Insurance. The Report followed funding being allocated in the 2017 Budget for Council benefits. It provided a summary of the cost of health and dental benefits for Members of Council, equivalent to those provided to non-union management employees; and reported on findings to provide life insurance coverage to the Members of Council, beyond that provided in the comprehensive policy of insurance with Jardine Lloyd Thompson Canada.

At the meeting, the Members resolved to provide Council \$50,000 Life Insurance and health & dental benefits equivalent to the same benefits provided to non-union management employees of the Town.

Discussion was also held, at the meeting, on providing post-retirement benefits (PRB) to Members of Council. It was noted that non-union management employees hired before January 2007 are eligible to receive PRBs and that the City of Windsor offers some of its former Council Members post-retirement benefits, provided they meet certain criteria.

This report will summarize the status of the health and dental benefits, and life insurance, as directed by Council to date. In addition it will review the retiree benefits provided to non-union management employees of the Town, as well as the City of Windsor's retirement benefits for Members of its Council.

COMMENTS

Health and Dental Benefits

The health care and dental benefits with Green Shield for Members of Council are set out in [Appendix A](#). These benefits are in keeping with the same benefits provided for non-union management employees.

To date, four (4) members have enrolled and two (2) members have given waivers as they have coverage either through their regular full-time employment and/or spousal coverage.

The **total annual cost** to provide these health and dental benefits to all Members of Council is approximately \$27,300, [based on two (2) single and five (5) family coverages].

Life Insurance

As previously reported, the current life insurance provided to non-union management employees is two times their annual salary to age 65. Desjardins Financial Services (DFS) has advised the same coverage is not available under the current policy to Members of Council as they are not regular full-time employees.

However, flat life benefits of up to \$50,000 were offered by Desjardins for Council Members. No life waiver of premium benefit is included and the benefit amounts reduce by 50% at age 65 and terminate at age 70. Council resolved to provide the maximum benefit offered of \$50,000.

The total annual premium to provide \$50,000 life insurance to all Members of Council is \$1,224.60.

All Members of Council have been enrolled in the life insurance benefit.

The foregoing life insurance is provided in addition to the comprehensive policy of insurance with Jardine Lloyd Thompson Canada. Included in this policy is a Council Accident Policy which provides 24-hour coverage to the Members of Council in the amount of \$200,000 for accidental death, dismemberment, paralysis, disability, paramedical and dental expense [VFP 9112265]. Further policies provide Out of Province Medical coverage [VFP 9116080] and Recovery Assistance [JLT01002] to the Members of Council. Enrolment in these policies and coverage thereunder is subject, in all respects, to the terms and provisions of the plans/policies.

The above costs for both the health & dental benefits and life insurance will vary from year to year as premiums may change upon annual renewals.

Post Retirement/Council Term

Green Shield has an option to convert group coverage to individual coverage when a person is leaving a company group plan. If Council has a plan with the Town, they would be entitled to convert under *Green Shield's Prism Continuum Program* within 60 days of losing their Green Shield coverage. The cost estimate/range is hard to predict, as this Program offers three different plans to choose from and the cost ranges between the plans.

This option would also be available if a Member of Council has Green Shield coverage through their regular employment to convert their coverage [through their work plan] to an individual policy, once the work plan terminates.

In addition to the foregoing, a further report and policy has been requested on providing health, dental and life benefits, as well as offering PRBs to Members of Council, similar in nature to those offered to non-union management employees hired before January 9, 2007 and to that offered by the City of Windsor to its former members. In this regard, the following information is given.

Non-union management employees of the Town are provided PRBs, under the following conditions. The employee was:

1. hired by the Corporation prior to January 9, 2007,
2. has attained age 55, and
3. has retired from employment with the Corporation and is entitled to a pension pursuant to the Ontario Municipal Employees' Retirement System, on the date of retirement (Eligible Retiree).

The premiums payable by the Corporation with respect to the following are offered to the eligible retiring non-union management employees:

- a) Group Life Insurance - \$5,000*
- b) Prescription Drug Plan
- c) Dental
- d) Vision
- e) Extended Health Services
- f) Semi Private Coverage
- g) Out-of-Province

* The Corporation ceases to pay the premium payable with respect to the \$5,000 Group Life Insurance benefit in the month in which the retired employee attains age 65.

The City of Windsor provided post-retirement medical benefits to Members of its Council in accordance with the City's existing criteria for staff retiree benefits, provided that the Member of Council has served a minimum of four terms. Where the Council Member has served a minimum of four terms in office, but does not meet the required retiree eligibility for retiree benefits, that Member is afforded the opportunity to purchase the retiree medical benefits at one half of the prevailing rates as may be adjusted from time to time.

In 2009, the City changed its requirements as they relate to Council benefits and approved limiting the PRBs for Members of its Council newly elected after April 17, 2009 to age 65, providing the Member of Council serves a minimum of four (4) terms. This is at the municipality's expense.

For discussion:

Members of Council at the July 2017 Personnel Meeting talked about providing PRBs, equivalent to the benefits provided to Eligible Retirees of the Town, provided the Member of Council was elected prior to January 2007 and has served a minimum of four (4) consecutive terms on Council.

In order to draft the Council Benefit Policy, in relation to PRBs, direction from Council is required on the following:

- Who is eligible for PRBs?
- Having served four (4) consecutive terms effective which date?
- Are benefits limited to age 65, or provided for life?
- Are benefits to be equivalent to non-union retiree benefits, or current non-union employee benefits?
- Is the Town responsible for the full cost of PRBs?

Based on the response to the above questions, a further budget allocation may be required commencing 2018.

CONSULTATIONS

Director Financial Services & Treasurer
 Buffet Taylor
 Desjardins Financial Services
 Green Shield Canada
 City of Windsor

FINANCIAL IMPLICATIONS

An allocation of \$20,000 was included in the 2017 Council Budget to cover the health care and life benefits for Members of Council. The actual annual cost for benefits approved, assuming all Members choose to participate, amounts to \$27,300 with the projected increase for 2018 being in the neighbourhood of \$29,500. Although not all Members have elected to join, we do need to consider the full potential impact.

We have had actuarial estimates completed to assist in determining the financial impact of providing PRBs for life to Members of Council. The estimates were based on assumptions similar to those used for calculating actuarial estimates for administration:

- Discount rate at December 31, 2016 4.2%
- Retirement age 59, 65,70 (59 used for management)
- Premium rates 2016 base year
- # of Council Members 7

Results of the evaluation are:

	Retirement Age		
	59	65	70
Prior Service Cost (PSC) - one time charge	\$467,600	\$419,100	\$341,100
Current Service Cost (CSC)	\$40,500	\$33,400	\$27,500
Ongoing Expense Increase	\$59,400	\$50,300	\$41,300

The PSC is a one-time charge which represents the immediate obligation the Town would incur if PRBs are approved for Council. PSC is the cost of benefit improvements attributable to plan participants' prior service pursuant to a plan amendment or a plan initiation that provides benefits in exchange for plan participants' prior service. This amount ranges from \$341K up to \$468K depending on what retirement age you use.

The CSC is the increase in the present value of a defined benefit obligation resulting from employee service in the current period. Interest cost is the increase during a period in the present value of a defined benefit obligation which arises because the benefits are one period closer to settlement.

To fully fund PRBs for Council, based on a retirement age of 65, would require a one-time allocation of \$419,100 plus an annual ongoing allocation of \$50,300 over the \$27,300 allocation currently approved.

These calculations are based on existing Members of Council and their years of service. If there are restrictions placed on which Members are eligible for receiving the benefit, such as years of service, being on Council prior to a certain date etc., then the obligations would be reduced. It is of note that the obligation per Council Member is not as easy as dividing the above table by seven as the liability is significantly higher for the more senior Members of Council.

In order to limit the Town’s liability, PRBs were discontinued for regular full-time non-union employees hired after January 9, 2007 and for regular full-time union employees hired after March 30, 2010.

At December 31, 2016, the PSC is \$8,100,000, CSC is \$570,051 and annual expense is \$341,400 for current employees eligible for PRBs. The Post Retirement Benefit Reserve balance is \$1,685,000.

Administration recommends that any Council Post-Retirement Health and Dental Benefits approved be fully funded through an increase in the tax levy. This recognizes the true cost to implement PRBs and funding should be provided congruent with the decision being made.

LINK TO STRATEGIC PRIORITIES

No.	2017-18 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh’s current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh’s plans and priorities.	
4.	Steward the Town’s “continuous improvement” approach to municipal service delivery to residents and businesses.	✓
5.	Demonstrate the Town’s leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	✓

COMMUNICATIONS

Not applicable

Website Social Media News Release Local Newspaper

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Reviewed by:

Laura Moy, Dipl. M.M, CMM III HR Professional
Director Corporate Services & Clerk

Luc Gagnon, CPA, CA, B.Math
Director Financial Services & Treasurer


Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment(s): 1. Summary of Council Health and Dental Benefits

LM

Appendix 1

		Green Shield Benefits Summary Members of Council
Line of Business	Plan Details	Division 229, Active Non-Union Employees
Drug	Co-pay	\$2.00 per prescription
	Formulary Type	Conditional effective February 1, 2003
	Generic Substitution	No
	Allow ODB deduct/copays	Yes
	Maximum	N/A
	RX By law	Yes
	Limited Access/Over the Counter	Yes
EHS	Co-payment, Deductible, Maximum	N/A
	Aids for Daily Living (i.e. beds)	Yes
	Braces	Yes
	Footwear	Yes
	Incontinence/Ostomy supplies	Yes
	Oxygen & related supplies	Yes
	Mobility Aids (i.e. wheelchairs)	Yes
	Prosthetic Appliances	Yes
	Respiratory/Cardiology	Yes
	Vascular Compression	Yes
	Eye Exams	\$85 per 24 months
	Retinal Eye Exams	Yes
	Ambulance	\$100 per trip
	Dental Accident	Yes
	In Home Nursing	\$10,000 per calendar year based on the date of the first paid claim. The maximum number of hours per shift is 8 hours.
	Chiropractor	\$500 per calendar year, co-payment of \$10 per visit for the first 15 visits per calendar year.
	Chiropodist/Podiatrist	\$400 per calendar year
	Massage	\$500 per calendar year
	Osteopath	\$400 per calendar year
	Physiotherapist	Reimbursement for all visits is based on the usual and customary per visit amount.
	Psychologist	\$35 for the initial visit, \$20 per hour for each subsequent visit, to max of \$200 per calendar year.
	Speech Therapist	\$200 per calendar year
	Accommodation – Semi & Private	Semi – unlimited Private - \$1,000 per lifetime
Vision	\$400 per 24 consecutive months based on first paid claim.	
Prostate Exam	Yes	
Travel	90 days per trip, \$1,000,000 per calendar year	
Dental	Fee Guide	Current ODA
	Annual Max	N/A
	Major Max	\$2,000 per calendar year
	Basic Co-insurance	100% coverage for all eligible services
	Recall frequency	Every 9 months
	Complete Exams & Full Month X-rays	Every 3 years
	Comprehensive Basic (endo & perio)	Yes
	Denture repairs, adj., reline, etc.	Yes, relines are subject to once every 3 years
	Major Services (crown, bridge, denture)	50%, \$3,000 per calendar year
	Orthodontics	50%, \$4,000 per lifetime for dependent children 18 years of age and under only.
	Sealants	Yes

Revised: May 13, 2017



THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk
Report No. 43/17

TO: Policies and Priorities Committee

FROM: Jennifer Alexander, Deputy Clerk & Manager of Legislative Services

DATE OF REPORT: November 7, 2017

DATE TO COUNCIL: November 28, 2017

SUBJECT: Issuance of Marriage Licences and Civil Marriage Ceremonies

RECOMMENDATIONS

It is recommended that:

1. The Corporate Services & Clerk Report No. 43/17 regarding the Issuance of Marriage Licences and Civil Marriage Ceremonies **be received**; and that
2. The Director Corporate Services & Clerk and designate(s) **be authorized** by by-law to provide Civil Marriage Ceremonies commencing March 1, 2018; and that
3. Marriage Licence Policy No. 93 and Civil Marriage Ceremonies Policy No. 94 **be approved**.

BACKGROUND

In 2004, Ontario Regulation 285/04 of the *Marriage Act* states that “the Clerk of a local municipality is authorized to solemnize marriages under the authority of a licence.” Corporate Services Report No.23/17 - Issuance of Marriage Licences was received by the Policies and Priorities Committee meeting on August 8, 2017, where the following resolution (PPC-05/17) was approved for the Town to begin the process of issuing marriage licences starting in January 2018.

“That Corporate Services & Clerk Report No. 23/17 by the Director Corporate Services & Clerk, dated July 31, 2017, regarding the issuance of marriage licences be received;
And that the Director Corporate Services & Clerk be authorized to establish a marriage licence service in the Town of Tecumseh for a fee of \$130 for each licence issued...”

The preparation for this service is complete and will be available for residents starting in January from Monday to Friday during regular Town hours for a fee of \$130. Administration has obtained Ministry approvals along with marriage licence applications, developed policies and procedures, and staff training.

Should Council decide to move forward with this service; the Clerk has the authority to delegate a person, other than a council member, the responsibility to perform marriage ceremonies. Section 24 (1) of the *Marriage Act*, 1990, states that the Clerk of a local municipality is authorized to solemnize marriages under the authority of a licence. Municipalities may also appoint additional marriage solemnization officiants through a by-law.

Many surrounding municipalities provide civil marriage solemnization services in addition to licencing, including the Towns of LaSalle, Kingsville, Lakeshore, and the Municipality of Leamington.

In keeping with the Strategic Priority of *Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses*, along with the issuance of marriage licences, the service will be expanded to offer solemnizations or civil wedding ceremonies.

The following chart provides a fee comparison of surrounding municipalities:

Services	Leamington	Kingsville	LaSalle	Lakeshore
Marriage Licence Fee	\$135	\$125	\$125	\$137
Solemnizations Fee during Regular Office Hours	\$245	\$250	\$250	\$250
Solemnizations Fee on Evenings/Weekends	\$325	\$350	Service Not Available	Service Not Available
Mileage for Travel outside Town boundary	0.54/km	0.54/km	n/a	n/a

**HST is not included in these prices.*

It is expected that this additional service will not compete with local churches and will simply provide an option for those seeking a civil ceremony. Providing this service will ensure the number of marriage licences issued each year is maintained and potentially increase resident satisfaction with this expanded service.

COMMENTS

The Corporate Services Department would like to begin offering Civil Marriage Ceremonies in March 2018. Traditionally, the winter months are not busy for this service and the time will allow the department to advertise to the public. The department has been in consultation with a local officiant to assist the Clerk and Deputy Clerk with this service and will fill in when necessary. The department will complete an annual review of this service to determine if the number of officiants meets the community demand.

The proposed marriage service fee is \$250 plus HST when offered during regular office hours of 9:00 am to 3:30 pm Monday to Friday, in the Council Chambers.

Ceremonies performed during regular office hours, by appointment, are approximately 30 minutes in duration.

Evening and weekend service can be available for residents for a fee of \$350 plus HST at the applicant's place of choice. Travel and mileage will be an additional fee of \$0.54/km plus HST. These fees are consistent with what other municipalities are charging.

The attached Marriage Licence Policy No. 93 and Civil Marriage Ceremony Policy No. 94 set out the procedures for issuance of a licence and performing ceremonies.

CONSULTATIONS

Financial Services & Treasurer

FINANCIAL IMPLICATIONS

Many municipalities offer this service to their residents as a component of good overall customer service. Based on the number of civil marriages performed in surrounding municipalities, and assuming that the Town attracts the median number of ceremonies, the potential request for civil ceremonies is 20 in 2018.

The breakdown of the fee is as follows: \$175 for the ceremony during regular Town Hall hours and \$275 for evenings and weekends, in addition to an administration fee of \$75 for arranging for the marriage service [plus HST]. When a ceremony is performed by a local officiant, the fees of \$175 or \$275 will be paid to him/her.

All mileage fees collected at the rate of \$0.54 per kilometer plus H.S.T. will be remitted to the officiant.

The foregoing fees have been included in the proposed 2018 Fees and Charges By-law.

LINK TO STRATEGIC PRIORITIES

No.	2017-18 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh’s current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh’s plans and priorities.	
4.	Steward the Town’s “continuous improvement” approach to municipal service delivery to residents and businesses.	✓
5.	Demonstrate the Town’s leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	

COMMUNICATIONS

Not applicable

Website Social Media News Release Local Newspaper

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Jennifer Alexander, M.P.A
Deputy Clerk

Reviewed by:

Reviewed by:

Laura Moy, Dipl. M.M, CMM III HR Professional
Director Corporate Services & Clerk

Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment(s):

1. Marriage Licence Policy No. 93
2. Civil Marriage Ceremonies Policy No. 94



The Corporation of the Town of Tecumseh

POLICY MANUAL

POLICY NUMBER: 93	EFFECTIVE DATE: January 1, 2018
SUPERCEDES: N/A	APPROVAL: Click here to enter a date. Click here to enter text.
SUBJECT: Issuance of Marriage Licences	

Purpose

- 1.0 To set out procedures to ensure compliance with the relevant legislation related to the issuing of marriage licences.

Definitions

- 2.0 “Consanguinity” means kinship, blood relationship, the connection or relation of persons descended from the same stock or common ancestor.
“Affinity” means the connection existing, in consequence of marriage, between each of the married persons and the kindred of the other.

Related Documents

- *Marriage Act* and Regulation(s)
- *Marriage (Prohibited Degrees) Act*
- Fees and Charges By-Law

Procedure

- 3.0 **Marriage Fee:** \$130.00 Cash or debit, no personal cheques.
 - 3.1. **Age:** Applicants must be 18 years of age or over; or written parental consent is required.
 - 3.2. **Marriage Licence Valid:** The licence is only valid in Ontario for three (3) months from the date of issue.

4.0 Issuing of Marriage Licence:

- 4.1. Both applicants must sign the application form; however, both applicants do not need to be present to issue the licence.
- 4.2. When one person (applicant) is present, the applicant must provide two pieces of identification of the person they wish to marry (second applicant).
- 4.3. If identification is not present, you cannot issue the licence.
- 4.4. A photocopy of any identification documentation is not accepted.
- 4.5. Documents not in English or French must be translated by a certified translator or is not accepted.

5.0 Keeping of Vital Event Documents

- 5.1. To ensure the security of vital event documents, the following documents shall be kept **securely locked** within an assigned filing cabinet:
 - Blank Marriage Licences
 - Completed Marriage Licence Applications and copies of other required documents
- 5.2. Record of Marriage Licence must be documented in an excel spreadsheet with the following information:
 - Marriage licence number
 - date of application, and
 - name and address of both applicants.
- 5.3. This information must be kept confidential.

6.0 Only the following staff shall have a key to the filing cabinet:

- Two assigned Office Support
 - Issuers of Marriage Licences (Clerk and Deputy Clerk)
- 6.1. It is the responsibility of each staff person to ensure the security of his or her assigned key.

Issuing of Licences

Task	Responsibility
1. Meet with applicant(s) and obtain the following original documents: (a) Marriage Licence Application (b) Identification for both applicants, being two (2) pieces, one must be a photo identification as follows:	Office Support

Task	Responsibility
<p>i. First must be one (1) of the following:</p> <ul style="list-style-type: none"> • Birth Certificate • Valid Passport • Record of Immigration Landing • Canadian Citizenship Card <p>ii. Second must contain a photo such as:</p> <ul style="list-style-type: none"> • Valid Passport (if not used as first piece of identification) • Ontario Health Card • Valid Driver's Licence <p>(c) Document evidencing divorce in Canada (original copy), being one of the following:</p> <p>i. The final decree or judgement dissolving or annulling the previous marriage;</p> <p>ii. A certified copy of the final decree, judgment or Act dissolving or annulling the previous marriage; or</p> <p>iii. A certificate of divorce.</p> <p>(d) OR</p> <p>i. If divorced outside of Canada, the authorization in writing of the Minister of Consumer and Business Affairs (commonly known as the "foreign divorce authority")</p>	
<p>2. Obtain fee</p>	<p>Office Support</p>
<p>3. Receive the following original documents from Office Support:</p> <p>(a) Marriage Licence Application</p> <p>(b) Identification</p> <p>(c) Documents evidencing divorce</p>	<p>Issuer</p>
<p>4. Provide instructions to Office Support for preparation of Marriage Licence</p>	<p>Issuer</p>
<p>5. Copy:</p> <p>(a) Identification</p>	<p>Office Support</p>

Task	Responsibility
(b) Documents evidencing divorce	
6. Return identification and any other original documents and provide receipt to applicant(s)	Office Support
7. Prepare Marriage Licence	Office Support
8. To ensure accuracy, receive prepared Marriage Licence and review against: (a) Marriage Licence Application (b) Copies of documents	Issuer
9. Meet applicant(s) and explain prohibited degrees of affinity and consanguinity as set out in the <i>Marriage (Prohibited Degrees) Act</i> .	Issuer
10. Administer Oath	Issuer
11. Return Marriage Licence Application and copies of documents to Office Support	Issuer
12. Record marriage in Record of Marriage Licences	Office Support
13. File Marriage Licence Application and copies of documents	Office Support

Questions regarding this Standard Operating Procedure are to be directed to the Director of Corporate Services & Clerk.



The Corporation of the Town of Tecumseh

POLICY MANUAL

POLICY NUMBER: 94	EFFECTIVE DATE: January 1, 2018
SUPERCEDES: N/A	APPROVAL: Click here to enter a date. Click here to enter text.
SUBJECT: Civil Marriage Ceremonies	

Purpose

- 1.0 To set out procedures to ensure compliance with the relevant legislation related to the issuing of marriage licences.

Related Documents

- *Marriage Act and Regulation(s)*
- *Marriage (Prohibited Degrees) Act*
- Fees and Charges By-Law

Procedure

2.0 Civil Marriage Fee

\$250.00 + HST= \$282.50 (Regular Hours 9 am to 3:30 pm)

\$350.00 + HST = \$395.50 (Evening/ Weekend - subject to availability)

- 2.1. All ceremonies must be paid in full by cash (Canadian funds only) or debit, no personal cheques.
- 2.2. Applicants must be 18 years of age or over; or written parental consent is required.

3.0 Marriage Licence

- 3.1. If the applicant is using the Town's officiant, keep the marriage licence application in a folder securely locked for the officiant.
- 3.2. If the marriage licence is provided by another municipality, it must be provided no later than one (1) week prior to the date of the ceremony.

4.0 **Booking the Officiant**

- 4.1. Same day service is not available.
- 4.2. Ceremonies are available through appointment only and availability determined by the Clerk or Deputy Clerk.
- 4.3. Payment must be paid in full to secure the date.

5.0 **Cancellation Fee**

- 5.1. A \$50.00 administration fee shall be retained by the Town should the scheduled ceremony be cancelled after the booking.

6.0 **Requirements**

- 6.1. Couples must purchase a valid Ontario Marriage Licence which is a separate application.
- 6.2. The Town of Tecumseh does not provide witnesses for the ceremony.
- 6.3. Couples must provide two witnesses required according to Section 25 of the *Marriage Act*. There is no set minimum age for a person to be a witness to a civil ceremony; however, the officiant must be satisfied that the person understands what he/she is signing.

7.0 **Keeping of Vital Event Documents**

- 7.1. To ensure the security of vital event documents, the following documents shall be kept securely locked within an assigned filing cabinet in the file room / vault:
 - Blank Marriage Licences;
 - Completed Marriage Licence Applications and copies of other required documents;
- 7.2. Record of Marriage Licence must be documented in an excel spreadsheet with the following information:
 - Marriage Licence number
 - date of application, and
 - name and address of both applicants.
- 7.3. This information must be kept confidential.

8.0 **Only the following staff shall have a key to the filing cabinet:**

- Two assigned Office Support;
 - Issuers of Marriage Licences.
- 8.1. It is the responsibility of each staff person to ensure the security of his or her assigned key.

Task	Responsibility
1. Meet with applicant(s) and obtain the following original documents: (a) Marriage Licence Application.	Office Support
2. If booking with the officiant, check the dates to make sure they are available.	Office Support
3. Obtain fee.	Office Support
4. Keep marriage licence application and provide receipt to applicant(s).	Office Support
5. Inform the officiant of the date booked and book Council Chambers if necessary in the calendar.	Office Support
6. If the couple cancels a scheduled date, the cancellation fee policy is followed. If a couple move a date but still books with the Town, the cancellation policy is not issued.	Office Support
7. On the day of Ceremony, ensure Council Chambers is clean, a pen is available for signage and Marriage Licence is provided to the officiant. Secure a sign on Council Chamber doors indicating a Marriage Ceremony is in progress.	Office Support
8. Officiant conducts the ceremony.	Issuer

Questions regarding this Standard Operating Procedure are to be directed to the Director of Corporate Services & Clerk.