



## The Corporation of the Town of Tecumseh

Corporate Services & Clerk

**To:** Mayor and Members of Council

**From:** Jennifer Alexander, Deputy Clerk & Manager Legislative Services

**Date to Council:** August 14, 2018

**Report Number:** CS-2018-14

**Subject:** Marriage Licence & Ceremony Services

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### Recommendations

It is recommended:

**That** Report No. CS-2018-14 Marriage License & Ceremony Services **be received.**

### Background

On August 8, 2017, Council at their Policies & Priorities Committee Meeting passed Resolution PPC-05/17 which authorized establishing a marriage licence service in the Town of Tecumseh for a fee of \$130.00 for each licence issued. The Corporate Services & Clerks Department implemented this service and began issuing marriage licences on January 1, 2018.

In conjunction with the issuance of marriage licences, the Town began offering civil marriage ceremonies in March 2018, as approved by Council at their Regular Meeting held on February 13, 2018. This seamless integration of marriage ceremonies demonstrates the Town's efforts to improve and enhance service delivery for residents.

The Communication Plan to launch both services included News Releases, advertising in the Shoreline Week and Essex Free Press newspapers, posts on social media and the Town's website.

These new services also received additional media coverage with CBC and CTV, and a featured article in BIZ X magazine.

## Comments

The public has embraced the services. Positive feedback has been received from comments on convenience, greater access by not having to go to neighbouring municipalities, and efficient service.

Three (3) officiants have been contracted to assist in performing civil ceremonies.

During the first six (6) months, [January 1 to June 30, 2018] 51 marriage licences have been issued and 10 civil marriage ceremonies have been officiated. The table below provides a comparison to surrounding municipalities on marriage service delivery during the first six months of 2018.

<b>Municipality</b>	<b>Number of Marriage Licences Issued</b>	<b>Civil Marriage Ceremonies Performed</b>
Windsor	423	87
LaSalle	62	11
Leamington	56	16
Tecumseh	51	10
Amherstburg	47	11
Kingsville	35	14
Lakeshore	29	9
Essex	28	0
Pelee	0	0

Staff continues to steward service improvement by raising public awareness through social media on the Town's offering of civil marriage ceremonies. Since this is wedding season (May-September), it is anticipated that the strong demand for these services will continue to increase our numbers.

## Consultations

Area municipalities

## Financial Implications

The fee for a marriage licence is \$130.00. The fees collected for marriage licences (less the cost to purchase a licence from the Ministry - \$48.00) for the first half of 2018 is \$4,182.00

The fees charged for Civil Marriage Ceremonies is \$250 plus H.S.T during office hours and \$350.00 plus H.S.T on evenings and weekends. The Town collects all fees prior and retains a \$75.00 administration fee, when an officiant provides this service. The total administrative fees retained by the Town, to date, is \$750.00.

## Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	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 Chief Administrative Officer.

Prepared by:

Jennifer Alexander, MPA  
Deputy Clerk & Manager Legislative Services

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None