



City of St. John's Corporate and Operational Policy

Policy: 09-13-02 Civil Marriage Ceremonies

Status:

Issued By: Finance

Revision No:

Revision Date:

Date of Original Council

Approval: 2017/03/21

Rescind Date:

Index: 09 Community Service

Section: 13 Services

Title: 02 Civil Marriage Ceremonies

Purpose

This policy establishes the responsibilities of the Mayor and City employees with respect to the performance of civil marriage ceremonies.

Policy Statement

The Mayor of the City of St. John's is, by virtue of the office, a Marriage Commissioner pursuant to the *Marriage Act, SNL 2009 c.M-1.02* (the "Act").

This policy establishes the responsibilities of the Mayor and City employees with respect to the performance of civil marriage ceremonies.

This policy will:

- Establish a consistent protocol for the conduct of civil marriage ceremonies;
- Define matters of financial accountability and transparency; and,
- Clarify the role of City staff and resources in relation to civil marriage ceremonies conducted by the Mayor.

Application

This policy applies to the following: The Incumbent Mayor; The Office of the Mayor; Council; Persons being Married by Mayor; City Employees (specifically those referenced in Section 3 of the policy)

Responsibilities

3.1 Mayor

- The Mayor has authority to perform civil marriage ceremonies. There is no obligation to do so.
- Where the Mayor elects to perform civil marriage ceremonies, under authority of the Act, adherence to this policy is mandatory.
- The civil marriage ceremony shall be conducted in accordance with the Act.
- Should the Mayor travel for weddings outside the City mileage can be reimbursed in accordance with City policy. All other travel expenses would have to be pre-approved by Council and would be charged to the party being married at the time the wedding is booked.

3.2 The Office of the Mayor

- The Office of the Mayor is responsible to complete any/all necessary paperwork and other requirements associated with the Mayor's role as Marriage Commissioner pursuant to the Act.
- The Office of the Mayor shall retain a copy of the receipt provided by Access St. John's.

3.3 Council

- Council shall establish the applicable administrative fee from time to time.
- Should any member of Council obtain the authority to perform marriages, the use of City-owned facilities and other resources will not be permitted as the authority was not granted in their capacity as an elected official.

3.4 Access St. John's

- Access St. John's shall collect the administrative fee payable to the "City of St. John's" and issue a receipt.

3.5 Persons being Married by Mayor

- Such persons shall pay the applicable administrative fee to Access St. John's and, prior to the civil marriage ceremony, provide a copy of the receipt issued by Access St. John's for such payment together with other documentation required by the Act to the Office of the Mayor within the time prescribed in the Act.

Definitions

All definitions shall be as in the Act.

References/Appendix

- Appendix 1 – Marriage Act, SNL 2009 c. M-1.02



Monitoring and Contravention

The monitoring of this policy shall be conducted as per the responsibilities laid out in Section 3 of this policy.

Any allegations of contravention of this policy shall be brought to the attention of the City Manager. Contravention of this policy may result in disciplinary and/or legal action against the employee(s) involved.

Neither the Mayor nor any member of Council or City employee shall benefit, financially or otherwise, directly or indirectly, from their role in the conduct of civil marriage ceremonies pursuant to the Act.

Approvals

Indicate the following:

- Position Title of Policy Sponsor/owner: Mayor and Council
- Position Title of Policy writer: City Clerk
- Date of approval from Corporate Policy Committee / Senior Executive Committee / Finance & Administrative Committee:
- Date of approval from Council:

Review Period

3 years

Available to Public

- ☒ Yes
- ☐ No