



Municipal Newsletter – Office of the Clerk

(The Municipal Newsletter is now available on-line @ www.redlake.ca)
April 16, 2010, Volume No. 06-10



CIVIL MARRIAGE SERVICES

Tana Hill has been appointed as Marriage Commissioner to perform Civil Marriage Services in the Municipality of Red Lake. The Marriage Commissioner will perform a ceremony anywhere within the jurisdiction of the Municipality of Red Lake and its surrounding unincorporated areas.

Marriages can be held during normal hours of operations at the Municipal Office in the Council Chambers, based on availability, or anywhere and time within the jurisdiction of the Municipality of Red Lake and its surrounding unincorporated areas, based on availability of Marriage Commissioner.

Fees - Civil Marriage Solemnization Services



| | |
|--|-------------------|
| Monday to Friday within Municipality of Red Lake limits | \$300.00 plus GST |
| Saturday and Sunday within Municipality of Red Lake limits | \$350.00 plus GST |
| Any day outside Municipality of Red Lake boundaries | \$450.00 plus GST |
| Renewal of Vows Service | \$300.00 plus GST |
| Rental of Council Chambers per Ceremony | \$ 50.00 plus GST |
| Administration Fee - \$50.00 (applied should ceremony be cancelled prior to originally scheduled date) | |



For more information, please contact the Office of the Clerk.

MARRIAGE LICENSES

The fee for a marriage license is \$100.00 plus GST. A Marriage License expires ninety (90) days after the date of issue.

If neither person has been married before, an application form can be picked up and filled out by both applicants, and returned to the Municipal Office along with each applicant's identification (birth certificate, valid driver's license).

If either of the applicants has been previously married, the original or court-certified copy of the final decree, judgment or certificate of divorce dissolving or annulling the marriage is required. A photocopy or faxed copy will not be accepted.

The fee of \$100.00 must be received prior to issuing of the Marriage License. The fee can be paid at the front desk at the Municipal Office. **Prior to receiving payment for the Marriage License, the Front Desk Staff will advise if the Issuer (Office of the Clerk) is able to issue the Marriage License at that time or if an appointment must be scheduled to complete the Marriage License.** The receipt for payment of fees must be provided to the Office of the Clerk (Issuer of Marriage Licenses).

COMMITTEE OF THE WHOLE MEETINGS & COUNCIL MEETINGS & REQUEST TO BE A DELEGATION

Committee of the Whole Meetings are held on the 2nd Monday of every month commencing at 12:00 noon. Regular Council Meetings are held on the 3rd Monday of every month commencing at 6:00 p.m. All Meetings of Council are open to the Public.

Individuals or groups wishing to appear as a Delegation at a Committee of the Whole Meeting or at a Regular Council Meeting shall submit a request, in writing, to the Clerk not later than 4:30 p.m. on the Wednesday prior to the meeting(s). The individual or group shall state the nature of the business to be discussed and to which the said person shall confine their remarks.

Agendas can be picked up at the Municipal Office after 3:00 p.m. on the Friday before the Meeting or are available on the municipal website @ www.red-lake.com.

Special Meetings or any re-scheduled meetings are published in the Municipal Newsletter or posted on the door of the Municipal Office.

OFFICE OF THE CLERK

Shelly L. Kocis, Clerk (735-2096, Ext. 232)
Christine Goulet, Deputy Clerk (735-2096, Ext. 235)
Wendy Biedler, Executive Secretary (735-2096, Ext. 234)
Brenda Gignac, Executive Secretary (735-2096, Ext. 239)

Municipal Office
2 Fifth Street, Box 1000, Balmertown, Ontario, P0V 1C0
Hours of Operation – Monday – Friday 8:30 a.m. – 4:30 p.m.

MUNICIPAL SURPLUS PROPERTY

The Clerk's Office maintains a listing of all surplus properties in the Municipality of Red Lake. The listing is available for inspection during regular office hours.

Surplus property is also advertised in the Municipal Newsletter and is available on-line at www.redlake.ca.

Offer to Purchase Agreements are available from the Office of the Clerk.

COMMISSIONER OF OATHS & CERTIFIED TRUE DOCUMENTS

Documents requiring the signature of a **Commissioner of Oaths** can be authorized by the Clerk or Deputy Clerk for the Municipality of Red Lake at a cost of \$5.00 per signature for the first 5 signatures, thereafter \$2.00 per signature. Anyone requiring the signature of a **Commissioner of Oaths** must take an oath and sign the document in the presence of the Commissioner of Oaths and also present one form of photo identification.

Either the Clerk or Deputy Clerk may **certify documents as a true copy providing the original document is presented in their presence**. A cost of \$5.00 per signature for the first 5 signatures, thereafter \$2.00 per signature.

Appointments preferred.

**REQUEST FOR INFORMATION
MUNICIPAL FREEDOM OF INFORMATION AND PRIVACY PROTECTION ACT (MFIPPA)**

All records/documents are under the care and control of the Clerk.

For the purposes of access to documents and/or copies thereof, it shall be the sole determination of the Clerk whether or not a request is to be made under the *Municipal Freedom of Information and Protection of Privacy Act*. A determining factor to be used in deciding if a request is to proceed under the *Municipal Freedom of Information and Protection of Privacy Act*, is whether document retrieval and preparation exceed ten (10) minutes from the time of starting to process the request.

If access to a document is made under the *Municipal Freedom of Information and Protection of Privacy Act*, an Access/Correction Request Form must be completed and a \$5.00 application fee must accompany each request whether for general records or for personal information. The Access/Correction Form is available from the Office of the Clerk or on the website @ www.red-lake.com.

The rules regarding the payment and amount of fees are set out in the *Act* and Regulation 823.

SPECIAL OCCASION RECOGNITION

The Council of the Corporation of the Municipality of Red Lake has a Policy for the Recognition of Special Occasions celebrated by the Residents and Employees of the Municipality of Red Lake. Special occasions to be recognized are:

Wedding Anniversaries (50th, 55th, 60th and five-year intervals thereafter)

Birthdays (75th, 80th, 85th, 90th, 95th, 100th)

Grand Opening (Re-Opening) of Businesses

Recognition will be provided, upon notification of the occasion, to the Clerk's Office @ 735-2096, ext. 232

GENERAL

The *Municipal Act* states that a Clerk shall be appointed by a Municipal Council. This means that the position is mandatory for the legal operation of a Municipal Corporation. The duties of the Clerk are also mandated by this *Act* and many other pieces of legislation such as the *Planning Act*, the *Municipal Elections Act*, the *Environmental Assessment Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, just to name a few.

The Clerk's Office oversees a number of functions within the Municipality of Red Lake. In addition to conducting its statutory functions under the *Municipal Act*, it also oversees the management of many of the corporate records, policies and procedures, vital statistics, cemetery functions and the issuance of marriage licenses and has the responsibility to conduct municipal and school board elections

The Clerk's Department continues to work diligently to meet the needs and services of the community, Council and Staff.

The Clerk's Department will continue to maintain the principles of accountability, openness and transparency in the conduct of its business and is committed to serving its Council, fellow employees and the citizens of the Municipality of Red Lake.