



Staff Report to Council

Report From: Alex Wolfe, Clerk

Meeting Date: December 16 2024

Report: CL- 23-2024

Marriage Licence Modernization Program

Recommendation

**That South Huron Council receives Staff Report CL23-2024 Marriage Licence Modernization Program; and
That South Huron Council supports the Municipality's participation in Phase 2 of the Marriage Licence Modernization Program; and
That the By-Law be forwarded to Council for the required three readings.**

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Planning For and Managing Sustainable Growth
Consultations	Kendra Webster, Legislative & Licensing Coordinator
Attachment(s) to Report	Participation Agreement

Report Highlights

- The Municipality has been selected to participate in Phase 2 of the Marriage Licence Modernization ("MLM") program implemented by the province.
- This program provides a secure online portal for individuals to upload applications and relevant documentation when applying for a marriage licence.

- Staff recommend participation in Phase 2 of the MLM to streamline the process for staff and applicants.

Context and Background

The Province of Ontario previously announced initiatives for modernizing the way services are delivered throughout Ontario. One of the initiatives provides couples the ability to apply for their marriage licence through a secure online portal. The province has introduced this online marriage licence application through a phased-in approach, selecting interested municipalities for participation in each phase, with province-wide expansion anticipated sometime in 2025.

The current process for issuing marriage licences involves most applicants making two trips to the municipal office; one to submit all required documentation and the other to pick up their licence once it has been processed by the issuer.

Participating in the MLM allows applicants to access an online citizen portal which is hosted by the province, where they can submit their application form and all supporting documents electronically. The submission process will prompt individuals to provide all necessary paperwork online and notifies municipal license issuers once an application has been received. Staff can log onto the municipal portal to review the application and supporting documentation. The program will populate the marriage licence with the information submitted and provides for staff to flag corrections or additional information needed prior to scheduling an appointment for signing.

Discussion and Staff Recommendation(s)

The Municipality of South Huron has been selected to participate in Phase 2 of the program, with an anticipated launch date of the portal on southhuron.ca to be late January - mid-February 2025. Due to the tight timelines for onboarding and launching in the new year, the participation agreement is attached to By-Law #67-2024 and included in this Agenda Package for Council consideration.

The MLM is fully voluntary, and the Municipality will continue to accept paper applications for applicants who are unable to submit electronically.

Participating in the MLM will streamline the process for both staff and applicants. A link to the citizen portal will be embedded on the municipal website. The province completes the portal setup, provides instructions for members of the public to be published on the municipal website, and training for staff. Through participation in Phase 2 of the MLM, staff will complete surveys to provide the province with further feedback on program functionality.

Impact Analysis

There are no financial or legal implications associated with participation in the Marriage License Modernization program. The secure portal will be hosted on the

provincial website, and the retention of the records uploaded will comply with their retention schedule.

It is anticipated that participation in this program will streamline the application process, both for applicants and staff.

Linkages

- [Service Ontario - Online marriage licence application](#)

Respectfully submitted,

Alex Wolfe, Clerk

Report Approval Details

Document Title:	CL23-2024 - Marriage Licence Modernization Program.docx
Attachments:	- MLM.Phase2.Agreement.Final.docx
Final Approval Date:	Dec 5, 2024

This report and all of its attachments were approved and signed as outlined below:

Alex Wolfe - Dec 5, 2024 - 2:58 PM

Erin Moore - Dec 5, 2024 - 3:19 PM

Rebekah Msuya-Collison - Dec 5, 2024 - 3:48 PM