



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-05
Report Number	CL2025-008
Title:	Marriage License Modernization Phase 2 – Township of Southgate
Open/Closed Session:	Open Session
Prepared By:	Holly Malynyk Legislative and Records Management Coordinator
Approved By:	Lindsey Green Clerk
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

This report is being presented to Council for information regarding the Township’s participation in the Marriage License Modernization (MLM) Phase 2.

Recommendation:

Be it resolved that Staff Report CL2025-008 be received for information.

Background:

In November of 2022, municipalities across Ontario were invited, via a survey, to express their interest in voluntarily participating in the launch of MLM-Phase 2. There was a large interest from municipalities across the province, so the Ministry utilized criteria to refine and select the first wave of participating municipalities.

Analysis

In October of 2024, staff attended an information session hosted by the Ministry of Public and Business Service Delivery regarding the Marriage Licence Modernization (MLM) Phase 2 and expressed the Township’s interest in participating in the program. In November of 2024, the Township of Southgate was selected to participate in the Marriage Licence Modernization (MLM) Phase-2. Staff have been working with the Ministry of Public and Business Service Delivery, with a “go-live” date selected of Monday February 24, 2025. The Township of Southgate is one approximately 65 municipalities participating in the program.

The traditional system for issuing marriage licenses was largely paper-based, requiring applicants to visit the Township Administration Office at least twice—once to submit documents

and again to pick up the license. The new platform streamlines this process, offering municipalities a single, flexible electronic solution that would otherwise have required separate systems to manage these tasks. It allows for digital review of applications and supporting documents, enabling corrections before the license is issued. This reduces the time spent in person and lowers the error rate in marriage licenses. Additionally, the platform standardizes processes across municipalities, provides clear guidance on accepted ID and supporting documents, and enhances the user experience by enabling citizens to complete applications online. Recognizing that some residents may not have internet access, staff will still accept and process paper applications.

Applicants can apply through the Service Ontario website, by visiting <https://www.ontario.ca/page/getting-married>. The Township of Southgate will be advertising the new platform on the Township of Southgate's website and social media platforms.

Financial and Resource Implications:

There is no cost for municipalities to participate in the program, and as such, there is no additional financial cost associated.

Strategic Priorities:

Priority: Operational Excellence

Goal: Goal 11: Provide Excellent Customer Service to Southgate Ratepayers and Community Members

Attachments:

None.