



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Create paycode to track Civil Marriage time	2023-12-31	Payroll Administrator	City Clerk	N/A	City Clerk and Marriage Coordinator	May need to notify other staff if they are to use code (DONE)
Decide whether to use clockify. Show Marriage Coordinator how to use Clockify	2023-12-31	City Clerk	City Clerk	N/A	Marriage Coordinator	Used to track time. Will need support from Manager of Legislative Services (DONE)
Track time spent on Civil Marriages	Throughout 2024	Marriage Coordinator/ Officiants	City Clerk	N/A	All Officiants	Marriage Coordinator to remind officiants to include time on their timesheets prior to each wedding. (Officiants have been notified.)

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Create a voluntary survey to send to couples who used City civil marriage services	2023-12-31	City Clerk	City Clerk	Marriage Coordinator	N/A	Will need support from Communications. (Survey Drafted)
Provide survey to couples who used City civil marriage services	Throughout 2024	Marriage Coordinator	City Clerk	N/A	N/A	(Email is drafted)
6-month review meeting	2024-06-30	City Clerk	City Clerk	Payroll Administrator/ Marriage Coordinator	Sponsor	Clerk to set up and lead meeting. (meeting booked)
Track civil marriage revenue generated	Throughout 2024	Marriage Coordinator	City Clerk	N/A	N/A	
Track number of civil marriages that we also issue a marriage licence to	Throughout 2024	Marriage Coordinator	City Clerk	N/A	N/A	To explain that marriage licence revenue could also be impacted
Track City facilities used and revenue generated	2024	Marriage Coordinator	City Clerk	Facility Booking Coordinator	N/A	Facilities could be booked for weddings and officiant services not provided. May be an opportunity to add venues to increase City revenue. Also include rooms booked e.g. Chambers, Atriums



Research other Civil Marriage options	2025-01-31	Marriage Coordinator	City Clerk	N/A	N/A	If City Hall doesn't offer civil ceremonies, where can residents go? Church? Private sector?
Research neighbouring municipalities and comparables to find out what they offer and costs. Also ask how many ceremonies they did in 2024?	2025-01-31	Marriage Coordinator	City Clerk	Other municipalities	N/A	Brockville, Collingwood, Orangeville, Orillia, Stratford are our comparators. Also look at Saugeen Shores, and Grey County municipalities
Final Report to Service Review Ad Hoc Committee	2025-06-30	City Clerk	City Clerk	Marriage Coordinator/ Sponsor	N/A	Include: time spent to run service, stats, revenue, comparables, alternate service options, suggestions on business improvements e.g. add charges to book certain city facilities, only offer services on certain days of the week

