

SWEARING-IN CEREMONY

EXECUTIVE SUMMARY

The current policy and format of the Swearing-In Ceremony and Reception has been in place since 1992. While well received in the past, the format allows for limited public participation and is focussed largely on Members of Council-elect and guests. In addition, the policy does not allow for flexibility, and does not provide a mechanism for Council to alter the format without revising the policy. At the request of the Mayor's Office, the City Clerk's Office has updated the policy to provide a clear framework for future ceremonies, and make clear how Council could alter the format. In addition, Protocol has worked with the Mayor's Office to propose a general format for the upcoming Swearing-In Ceremony, to be held in 2017, which would form the basis for subsequent ceremonies.

CITY CLERK'S RECOMMENDATION

That the Legislative Governance Task Force recommend that Council:

- a) Rescind Council Policy 'Swearing-In Ceremony and Reception (CC0016)';
- b) Approve the new Council Policy 'Swearing-In Ceremony';
- c) Approve Attachment 2 to this report, concerning the general format of the Swearing-In Ceremony for a both a general election and by-election.

PREVIOUS COUNCIL DIRECTION / POLICY

Council approved a policy governing the Swearing-In Ceremony and Reception in 1992. That policy gave direction to the City Clerk's Office with respect to the format of the Swearing-In Ceremony and Reception, and required that it be held the evening, starting at 7pm.

BACKGROUND

The Municipal Government Act (MGA) requires that all newly-elected Members of Council swear an oath in accordance with the *Oaths of Office Act*. Members do not hold any authority and cannot exercise any power until the oath is administered. The MGA also stipulates that Council must hold an Organizational Meeting.

The City of Calgary Procedure Bylaw outlines the process for the holding of an Organizational Meeting following an election or following the election of a Mayor, and stipulates that the meeting include the administration of oaths.

It is traditional that the ceremony is accompanied by a reception. On the eight occasions since 1992, the reception has been held in the evening and has included the Swearing-In Ceremony in the Council Chamber and a formal reception for newly elected Members of Council and invited guests in Historic City Hall. In 2013 a pre-reception gathering in the Calgary Power Reception Hall was also included. Councillors-elect may invite up to nine guests, while the Mayor-elect may invite up to 20.

Other than the legislative provisions governing the administration of oaths and organizational meeting, no statute or policy governs the general format or the reception. Moreover, there is currently no process to change the general format of the Swearing-In Ceremony and Reception.

SWEARING-IN CEREMONY

The Mayor's Office has engaged the City Clerk's Office, Administration Services, Citizen Recognitions & Protocol (Protocol) to explore altering the format to allow for greater public participation. Specifically, the Mayor's Office requested that Protocol investigate holding the ceremony and associated functions during the daytime.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The proposed policy (Attachment 1) would replace the existing policy. It would provide the framework for all Swearing-In Ceremonies in the future and would ensure that: all ceremonies include an appropriate celebratory function with both a private and a public component; and, Council can change the general format no later than one year prior to the forthcoming election. This framework would provide some general parameters while allowing for flexibility.

The proposed format includes details for a Swearing-In Ceremony following a municipal general election and by-election (Attachment 2). The format for a general election would align closely to the scenario in Edmonton, combining the practice of encouraging public participation with the practice of having a private component that meets the traditional significance of the occasion. The format would also allow for an incoming Mayor-elect to make some decisions to personalize the event, such as selecting the person to deliver the opening address, selecting the person to deliver the oath of office, and determining the entertainment. In all cases, Protocol would provide advice and support to ensure selections are appropriate and consistent.

The Swearing-In of a Councillor or Mayor following a by-election would include a breakfast, and the Swearing-In Ceremony would take place at the start of the first regular meeting of Council following the by-election. For a Mayor-elect, the Ceremony would include a portion in the Atrium over the lunch hour for members of the public.

Stakeholder Engagement, Research and Communication

Protocol has conducted comparative research with similarly sized cities. In Edmonton, Members of Council-elect are taken for a formal lunch at a local hotel, and are then sworn-in at a public ceremony in the afternoon. In Ottawa, an evening ceremony is held, where Members of Council-elect are sworn-in at a City-owned facility in front of invited guests. No policy governs the ceremony or reception in either case, rather the format is considered traditional.

Key stakeholders, including the Mayor's Office and Law, have been consulted on the proposed policy.

Strategic Alignment

The proposed policy would ensure that all Swearing-In Ceremonies are conducted consistently and appropriately within a broad framework. It would also ensure that public participation is featured on all future occasions. Encouraging public participation meets the objectives of The City's Customer Service Framework, as well as the 'citizen first' direction of the Leadership Strategic Plan.

Social, Environmental, Economic (External)

See above.

SWEARING-IN CEREMONY

Financial Capacity

Current and Future Operating Budget:

Protocol currently absorbs all expenses related to the Swearing-In Ceremony. Over the last several occasions, expenses have averaged approximately \$25-\$30K. Protocol would continue to assume all expenditures related to the Swearing-In Ceremony, and would work with the Mayor-elect to ensure any proposed personalization can be supported financially. Any proposed changes to the Ceremony would need to be assessed against budgetary impacts, with appropriate adjustments made for any amounts above available budgets.

Current and Future Capital Budget:

There is no impact on either the current or future City Clerk's capital budget.

Risk Assessment

There are no identified risks associated with this policy or the proposed format.

REASON(S) FOR RECOMMENDATION(S):

Replacing the existing policy with an updated version provides clear direction with respect to the framework for the Swearing-In Ceremony, while also allowing for flexibility. Council approval of the proposed format would provide the template for all future ceremonies, unless Council chose to propose changes in accordance with the policy.

ATTACHMENTS

Attachment 1: Proposed Policy 'Swearing-In Ceremony'

Attachment 2: Proposed Format: Swearing-In Ceremony