



## Council policy

**Policy Title:** Swearing-In Ceremony  
**Policy Number:** Assigned by the City Clerk's Office  
**Report Number:** LGT2016-0388  
**Adopted by/Date:**  
**Effective Date:**  
**Last Amended:** N/A  
**Policy Owner:** City Clerk's Office

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### 1. POLICY STATEMENT

- 1.1 This Council policy ensures Members of Council-elect are duly sworn in to Calgary City Council in a manner that satisfies legislative and traditional requirements, honours the offices of Councillor and Mayor, allows for public participation.

### 2. PURPOSE

- 2.1 This Council policy governs the legislative format and related celebratory functions of the Swearing-In Ceremony for Members of Council-elect

### 3. DEFINITIONS

- 3.1 In this Council policy:
- a) 'Swearing-In Ceremony' includes both the legislated requirements of the Procedure Bylaw and the related celebratory functions.

### 4. APPLICABILITY

- 4.1 This Council policy applies to the Swearing-In Ceremony of all Members of Council-elect following a municipal general election or by-election.

### 5. LEGISLATIVE AUTHORITY

- 5.1 The *Municipal Government Act* (RSA 2000, chapter M-26) stipulates that Members of Council-elect cannot carry out any power, duty or function until they have taken the official oath prescribed by the *Oaths of Office Act* (RSA 2000, chapter O-1).
- 5.2 The Procedure Bylaw (Bylaw 44M2006) outlines the requirements for holding the Organizational Meeting of Council in the year of a

municipal general election. Specifically, it governs the administration of the official oath to the Mayor-elect and Councillors-elect.

- 5.3 In the event of a discrepancy between this policy and the Procedure Bylaw, the Procedure Bylaw shall prevail.

## **6. PROCEDURE**

### **6.1 Following a municipal general election:**

- a) The Swearing-In Ceremony shall take place on the first Monday following the municipal general election.
- b) The Swearing-In Ceremony shall include:
  - a) A component that fulfills the requirements of the Procedure Bylaw with respect to the conduct of the Organizational Meeting held in the year of a municipal general election.
  - b) A celebratory function comprising:
    - i. a private component for Members of Council-elect, their invited guests, and senior members of Administration, and,
    - ii. a component that is open to the public.
- c) The Swearing-In Ceremony shall take the same general format as occurred following the previously held municipal general election, or as approved by Council in section 6.3.

### **6.2 Following a by-election:**

- a) The Swearing-In Ceremony shall take place on the occasion of the first meeting of Council following the by-election as the first item on the agenda.
- b) In the case of a Councillor-elect, the Swearing-In Ceremony shall include:
  - a) the administration of the oath of office;
  - b) a private function for the Councillor-elect, invited guests and senior members of Administration.
- c) In the case of a Mayor-elect, the Swearing-In Ceremony shall include:
  - a) A component that fulfills the requirements of the Procedure Bylaw with respect to the conduct of the Organizational Meeting held if an election has been held for the office of the Mayor.

- b) A celebratory function comprising:
  - i. a private component for the Mayor-elect, invited guests and senior members of Administration; and,
  - ii. a component that is open to the public.
  
- d) The Swearing-In Ceremony shall take the same general format as occurred following the previously held by-election, or as approved by Council in section 6.3.

**6.3 General format**

- a) Council may approve changes to the general format of the Swearing-In Ceremony, insofar as permissible by legislation, no later than one year prior to the date of the municipal general election.
  
- b) Changes to the general format of the Swearing-In Ceremony following a by-election may not be approved if a by-election has been called.
  
- c) Proposed changes and any related budgetary requirements over and above previously approved budgets must be forwarded through the City Clerk's Office, for subsequent Council approval.

**7. AMENDMENT(S) (Mandatory)**

Date of Council Decision	Report / Bylaw	Description
To be completed by the City Clerk's Office		

**8. REVIEW(S) (Mandatory)**

Date of Policy Owner's Review	Description
To be completed by the City Clerk's Office	