

SWEARING-IN CEREMONY

A. Municipal General Election - General Format & Program

OVERVIEW

- The Swearing-In Ceremony will take place on the first Monday following the Municipal General Election.
- The City Clerk's Office, Administration Services, Citizen Recognitions & Protocol (Protocol) will provide overall leadership to the organization, planning and execution of the event.
- The program below is meant to be a framework. The timing and sequence of events is indicative only.

PROGRAM:

Time	Participants	Program Highlights
Photographs		
10:00 am	<ul style="list-style-type: none"> • Members of Council-elect 	<ul style="list-style-type: none"> • Official individual City photograph • Staging for accompaniment to luncheon
Luncheon: Calgary Power Reception Hall		
11:30 am	<ul style="list-style-type: none"> • Members of Council-elect • 1 guest per Member of Council-elect • City Manager, GM's and designated officials 	<ul style="list-style-type: none"> • Welcoming and Introductory Remarks by the City Manager and Mayor-elect • Formal Luncheon • Formal accompaniment to the Council Chamber for Ceremony
Swearing-In: Council Chamber (Legislative Component)		
1:30 pm	<ul style="list-style-type: none"> • Members of Council-elect • 9 guests per Councillor-elect • 20 guests for Mayor-elect • City Manager, GM's and designated officials 	<ul style="list-style-type: none"> • Opening* • Administration of oath/affirmation to Mayor-elect* • Administration of oath/affirmation to Members of Council-elect • Mayor's Congratulatory remarks to Council • Brief organizational meeting and recess • Formal Accompaniment to the Atrium for Reception
Public Function: Atrium		
1:30 pm – 3:00 pm	<ul style="list-style-type: none"> • Mayor & Councillors • All invited guests • Public 	<ul style="list-style-type: none"> • Chamber ceremony broadcast in Atrium • Emcee & Remarks • Mayor's Address • Performer(s)* • Public invited to attend • Background music • Light refreshments and snacks served

**As determined by the Mayor-Elect in consultation with Protocol*

SWEARING-IN CEREMONY

B. By-election for Councillor-elect or Mayor-elect – General Format & Program

OVERVIEW

- The Swearing-In Ceremony will take place on the occasion of the first regular meeting of Council following the election of the Members of Council-elect
- The City Clerk's Office, Administration Services, Citizen Recognitions & Protocol (Protocol) will provide overall leadership to the organization, planning and execution of the event.
- The program below is meant to be a framework. The timing and sequence of events is indicative only.

1. COUNCILLOR-ELECT PROGRAM:

Time	Participants	Program Highlights
Pre-Breakfast		
7:45 am	<ul style="list-style-type: none"> • Councillor-elect 	<ul style="list-style-type: none"> • Official individual City photograph • Accompaniment to breakfast
Breakfast: Calgary Power Reception Hall		
8:00 am	<ul style="list-style-type: none"> • Members of Council and Councillor-elect • 9 guests per Councillor-elect • City Manager, GM's and designated officials 	<ul style="list-style-type: none"> • Welcoming and Introductory Remarks by the City Manager and Mayor • Breakfast • Accompaniment to the Council Chamber for Ceremony
Swearing-In: Council Chamber (Legislative Component)		
9:30 am Council Meeting begins	<ul style="list-style-type: none"> • Members of Council and Councillor-elect • 9 guests per Councillor-elect • City Manager, GM's and designated officials 	<ul style="list-style-type: none"> • Opening remarks by Mayor • Administration of oath/affirmation to Councillor-elect • Mayor's Congratulatory remarks to Councillor • Council meeting resumes

2. MAYOR-ELECT PROGRAM:

Time	Participants	Program Highlights
Pre-Breakfast		
7:45 am	<ul style="list-style-type: none"> • Mayor-elect 	<ul style="list-style-type: none"> • Official individual City photograph • Accompaniment to breakfast

SWEARING-IN CEREMONY

Breakfast: Calgary Power Reception Hall		
8:00 am	<ul style="list-style-type: none"> • Members of Council and Mayor-elect • 20 guests of Mayor-elect • City Manager, GM's and designated officials 	<ul style="list-style-type: none"> • Welcoming and Introductory Remarks by the City Manager • Breakfast • Accompaniment to the Council Chamber for Ceremony
Swearing-In: Council Chamber (Legislative Component)		
9:30 am Council meeting begins	<ul style="list-style-type: none"> • Members of Council • Mayor-elect • 20 guests of Mayor-elect • City Manager, GM's and designated officials 	<ul style="list-style-type: none"> • Opening* • Administration of oath/affirmation to Mayor-elect* • Mayor's remarks to Council • Council meeting resumes
Public Function: Atrium		
12:00 pm – 1:00 pm Lunch break from Council meeting	<ul style="list-style-type: none"> • Mayor & Councillors • All invited guests • Public 	<ul style="list-style-type: none"> • Formal Accompaniment to the Atrium for Reception • Pre-recorded Chamber ceremony broadcast in Atrium • Emcee & Remarks • Mayor's Address • Performer(s)* • Public invited to attend • Background music • Light refreshments and snacks served

**As determined by the Mayor-Elect in consultation with Protocol*