



Lethbridge County Policy Handbook

EFFECTIVE: September 21, 2017 **SECTION:** 100 NO. 167 Page 1 of 2

APPROVED BY: County Council **SUBJECT:** Swearing-In Ceremony

REVISED DATE:

1. POLICY STATEMENT

1.1 This policy ensures Members of Council-elect are duly sworn in to Lethbridge County Council in a manner that satisfies legislative and traditional requirements, honours the office of Councillor, Reeve and Deputy Reeve and allows for public participation.

2. PURPOSE

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

3. APPLICABILITY

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

4. LEGISLATIVE AUTHORITY

4.1 The *Municipal Government Act*, RSA 2000, c 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, c O-1.

5. PROCEDURE

5.1 Following a municipal general election:

- a. The Swearing-In Ceremony shall take place during the Organizational meeting that follows the municipal general election.
- b. The Swearing-In Ceremony shall include:
 - i. Administration of the oath of office and introduction of Members at the first organizational meeting following the municipal general election.



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- ii. A celebratory function comprising:
 - 1. a private component for Members of Council-elect, their invited guests, and senior members of Administration; and,
 - 2. 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 5.3.

5.2 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. For a Councillor-elect, the Swearing-In Ceremony shall include:
 - i. the administration of the oath of office;
 - ii. a private function for the Councillor-elect, invited guests and senior members of Administration.

5.3 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 Chief Administrative Officer's (CAO) Office, for subsequent Council approval.