



Memo

To: Mayor Mills and Members of Council
From: Legislative Services/Clerks Department
Date: October 3, 2022
Re: Municipal Election Update – Oath of Office Ceremony

Mayor Mills and Members of Council,

This memo is being provided to update Council members and candidates regarding the Oath of Office Ceremony for newly elected officials being held Monday December 1, 2022, commencing at 5:30pm.

As we are heading into the height of flu season and we are seeing covid still prevalent in the community and within our Administration Department, we will be taking a cautious approach and will be scaling back the Oath of Office ceremony to include certain restrictions.

The Legislative Services department will be scheduling the Oath of Office for each newly elected official in 15-minute increments. Each ceremony will allow the newly elected official and 5 guests to attend. Once the ceremony has ended all will be required to leave in order to accommodate the next ceremony and so on.

For example:

Oath of Office	Mayor	5:30pm-5:45pm
	Deputy Mayor	5:45pm-6:00pm
	Councillor (1)	6:15pm-6:30pm
	Councillor (2)	6:45pm-7:00pm
	Councillor (3)	7:15pm-7:30pm
	Councillor (4)	7:45pm-8:00pm
	Councillor (5)	8:00pm-8:15pm

Each Oath of Office will be recorded and streamed to the Town's YouTube channel for residents and other family members to watch from the comfort of their home.

Staff will book an alternate day and time for a group photo of the newly sworn in Council for the 2022-2026 term.

Respectfully submitted,

Alice Byl, Deputy Clerk/Committee Coordinator
Jennifer Willoughby, Director of Legislative Services/Clerk