



Dear Mayoral and Councillor Candidates,

As the 2021 General Election approaches, the following is an overview of what you can expect during the week of October 18<sup>th</sup>, 2021.

### **1. Tuesday, October 19**

The day following the General Election, elected candidates will receive welcome messages from members of City Administration as follows:

- **Mayor:** A phone call will be received from the City Manager, David Duckworth, followed by a phone call from the Returning Officer/City Clerk, Kate Martin; and
- **Councillors:** An email will be sent from the Returning Officer/City Clerk, Kate Martin, followed by a phone call from the Deputy City Clerk, Tim Mowrey.

Elected candidates will be contacted at the contact information provided to the Returning Officer as part of the candidate nomination process. Please watch for the welcome e-mail and phone call, as we will need to obtain important information to begin initiating a number of key administrative processes (e.g. payroll, information technology and corporate security).

Please note that in the event of a recount, elected candidates will be contacted upon confirmation of the official vote results. **Official election results will be available on [ElectionsCalgary.ca](https://www.electionscalgary.ca) by noon on Friday, October 22, 2021.**

### **2. Wednesday, October 20, Thursday, October 21, and Friday, October 22**

Elected candidates will be invited to City Hall for various onboarding appointments. Please plan to be at City Hall in-person to be guided through a series of short meetings to review compensation, pension and benefits package, collect your City laptop, cell phone, and security access pass, and receive important information related to the Swearing-in Ceremony and the Council Orientation Program.

Details related to individual onboarding appointments will be provided to all elected candidates during the initial phone call on Tuesday, October 19.

### **3. Friday, October 22**

The Council Orientation Program begins at noon on Friday, October 22, attendance is required. A detailed agenda and materials for the Council Orientation Program will be provided during the onboarding appointment.



**4. Monday, October 25**

The 2021 Swearing-In Ceremony occurs as part of the Organizational Meeting of Council on Monday, October 25. You will be briefed on the Swearing-In Ceremony schedule on Friday, October 22.

I trust this information will be helpful in planning the first week post-General Election.

Sincerely,

A handwritten signature in blue ink that reads "K. Martin".

Katarzyna (Kate) Martin  
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