

## **Bulletin #2020-33**

### **MUNICIPAL RELATIONS**

#### **Important Notice to All Elected Officials and Chief Administrative Officers**

#### **COUNCIL MEMBERS' CODES OF CONDUCT: UPDATES ON TOOLS AND RESOURCES**

##### **Municipal Relations Learning Portal**

We are pleased to advise that the Municipal Relations Learning Portal is now 'live' and available for use. The learning portal will be home to a range of tools and resources to support Manitoba's municipal stakeholders, and can be found at the following link: [manitobamunicipallearning.ca](http://manitobamunicipallearning.ca)

On the learning portal, you can find the mandatory code of conduct training for council members. This training:

- mirrors the content of the regulation and sample by-law
- outlines expectations of council members and guides them through scenarios on how to address inappropriate behaviours
- defines the procedures for filing a formal code of conduct complaint

The learning portal and training content are both available in French and English.

This training content benefited greatly from the feedback provided through focus group sessions enabled by the Association of Manitoba Municipalities, the Manitoba Municipal Administrators' Association and the Association of Manitoba Bilingual Municipalities.

All municipal elected officials are required to complete this training by May 1, 2021. Moving forward, all members must complete the training within six months of being elected or re-elected.

The registration process is streamlined and easy to use. We have also included a Frequently Asked Questions document with this bulletin to help navigate and address any technical issues.

Council members can log in at any time to access the training. Supporting tools, templates and guidelines are available under the 'Resources' section of the portal. For ease of reference, these materials are included as attachments to this bulletin.

### **Intake Reviewer**

We are also pleased to inform you that the selection of the Intake Reviewer is complete.

BC Advisory Group, a Manitoba based organization led by Brad Collett, who was formerly the Chief Administrative Officer for the City of Dauphin, will serve as the Intake Reviewer. BC Advisory Group's team is comprised of a professional accountant and lawyers, and offers extensive human resource and municipal experience, along with the ability to provide services in French and English.

BC Advisory Group will receive code of conduct complaints from Chief Administrative Officers, and will invoice municipalities directly. The cost of vetting complaints will be approximately \$300 per complaint, as determined through a competitive bidding process.

As the Intake Reviewer, BC Advisory Group will review code of conduct complaints to determine which are valid and must proceed through the complaints process, and will recommend to councils any complaints for dismissal that are frivolous, vexatious or outside of the scope of the legislation.

### **Other Key Upcoming Resources**

An optional webinar has been scheduled for Chief Administrative Officers and their designates on Tuesday, November 3, 2020. Please join this informative session to obtain a detailed review of the processes, and answers to any questions you may have.

In November 2020, a list of mediators and investigators will be provided for municipalities' use in the code of conduct procedures. Additionally, the Appeals Director will be appointed in the coming months.

If you have any questions or concerns, please reach out to our team by email at [mrmca@gov.mb.ca](mailto:mrmca@gov.mb.ca) or by phone at 204-945-2572. We have also included a list of key contacts for reference and support.

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