

Bulletin #2021-20

MUNICIPAL RELATIONS

Important Notice to all Elected Officials

**Second Reminder to Complete the
Mandatory Code of Conduct Online Training**

The deadline for all council members to complete the mandatory code of conduct training is May 1, 2021.

If you do not complete the course prior to the May 1, 2021 deadline, you may not carry out a power, duty or function as a member until you have completed the training (as set out in subsection 84.2(5) of *The Municipal Act*).

To access the training, visit the Municipal Relations Learning Portal at manitobamunicipallearning.ca and register or login. The learning portal and training content are both available in French and English.

Once you have completed your training, you may view, save, print or share your certificate of completion. On the Training page, click the green '**Download Certificate**' button under the Course List. This option will only appear when you have completed the training.

You must notify your Chief Administrative Officer (CAO) that you have completed the training prior to the May 1, 2021 deadline. Your CAO will also receive an email from the training system confirming that you have completed the course.

If you require assistance on any technical issues with the Learning Portal or training, please refer to the attached revised Municipal Relations Learning Portal FAQ. The FAQ is also available in the Resources section of the Learning Portal.

Should you require additional assistance please email mrmca@gov.mb.ca or phone 204-945-2572.