

Bulletin #2023-08

MUNICIPAL RELATIONS

Important Notice to all Elected Officials and Chief Administrative Officers

Reminder to Complete the Mandatory Code of Conduct Online Training

Council members are required by The Municipal Act to complete mandatory training on municipal codes of conduct within 6 months of the recent election. For almost all municipalities, this deadline is April 26, 2023. For resort municipalities, this deadline was January 22, 2023.

If you do not complete the course prior to the deadline, you may not carry out a power, duty or function as a member of council 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) as soon as you have completed the training prior to the deadline. CAOs are required by The Municipal Act to notify council about the training completion.

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.

Please note that your municipality may also require its own additional training on codes of conduct. If you have any questions about whether any additional training is required by your municipality, please consult your CAO.

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