

Bulletin #2023-12

MUNICIPAL RELATIONS

Important Notice to All Elected Officials and Chief Administrative Officers

COUNCIL MEMBER'S CODE OF CONDUCT: Required Training Deadline and Legislative Requirements

Please be reminded that under section 84.2 (1) of The Municipal Act, **all elected municipal officials must complete** Code of Conduct training within the first six months after the member is elected or re-elected. For most municipalities, the deadline to take or renew the Council Members' Code of Conduct training was April 26, 2023. For resort municipalities the deadline was January 22, 2023.

Under section 84.2 (4) the Chief Administrative Officer *must* report to Council if a member fails to undergo the training made available to them. Furthermore under 84.2 (5) a member who fails to undergo the code of conduct training made available to them within the required time (six months) may **not carry out a power, duty or function as a member of Council** until they have completed the training.

Elected officials must make every effort to ensure their compliance with the legislation, *and* inform their CAO's of their training completions. Elected officials should also support their CAO's in ensuring all members of their councils comply with legislation.

Online training is available through the website <https://manitobamunicipallearning.ca/>. The learning portal has a range of tools and resources in French and English to support Manitoba's municipal officials with the Code of Conduct process.

Once training is completed, council members may view, save, print and share their certificate of completion with their municipality's CAO. On the training page, click the green "download certificate" button under the course list. This option will appear only once training is completed.

Please note that municipalities may also decide to require additional training on codes of conduct. If there are any questions about any training, please consult the CAO. When required, the CAO and provincial staff may also, be in contact about the status and alignment of training to local needs.

For questions or concerns please contact: mrmaas@gov.mb.ca or by phone at 204-945-2572.