

## **Bulletin #2024-19**

### **MUNICIPAL AND NORTHERN RELATIONS**

#### **Important Notice to Chief Administrative Officers**

### **COUNCIL MEMBERS' CODE OF CONDUCT INTAKE REVIEWER – NEW MAILING ADDRESS**

Manitoba provides a third-party Intake Reviewer to review code of conduct complaints.

The BC Advisory Group has been contracted to provide Intake Reviewer services from April 1, 2024, to March 2027.

Code of Conduct complaints must be submitted by CAOs directly to the Intake Reviewer, who will invoice municipalities directly.

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.

Code of Conduct complaints may be submitted to the Intake Reviewer via email at:  
[BCAdvisoryGroup@gmail.com](mailto:BCAdvisoryGroup@gmail.com)

Or by post at their NEW mailing address:

BC Advisory Group  
#502 – 70 Park East Drive  
Winnipeg, Manitoba  
R3Y 2J4

#### **Complaint application process**

Councils and Administrators are reminded that an application to BC Advisory Group requires a fully completed Code of Conduct complaint form (enclosed), and a copy of the municipality's Code of Conduct by-law. Complaints must be filed after an attempt of an informal resolution, and within 30 days of an alleged violation. In cases of sexual harassment, the form may be filed immediately (without an attempt at informal resolution) or within 90 days of an alleged violation.

For further information please visit: [https://www.manitoba.ca/mr/mfas/code\\_of\\_conduct.html](https://www.manitoba.ca/mr/mfas/code_of_conduct.html)

If you have additional questions, please contact our team by email at [mrmaas@gov.mb.ca](mailto:mrmaas@gov.mb.ca) or by phone at 204-945-2572.