

## Mandatory Training Statement

### A: Code of Conduct Training

Each municipality must facilitate training in accordance with its approved Code of Conduct Policy for municipal officials and councillors. Have you personally and fully completed your town's mandatory Code of Conduct Training as per section 13 of the **Municipal Conduct Act**?

Yes, Date of Completion: \_\_\_\_\_  No

#### Please indicate the applicable section:

Section 13(2) – Councillor  Section 18(8) – Chief Administrative Officer (CAO)

### B: Mandatory Orientation Training

Have you personally and fully completed the mandatory orientation training facilitated by the Department of Municipal and Community Affairs as required by section 21 of the **Municipal Conduct Act**?

#### 1. Roles and Responsibilities

Yes, Date of Completion: \_\_\_\_\_  No

#### 2. Council Meetings and Procedures of Council

Yes, Date of Completion: \_\_\_\_\_  No

#### 3. Conflict of Interest

Yes, Date of Completion: \_\_\_\_\_  No

#### 4. Council Budgets and Financial Management

Yes, Date of Completion: \_\_\_\_\_  No

#### 5. Access to Information and Protection of Privacy

Yes, Date of Completion: \_\_\_\_\_  No

This is to certify that the information provided in this form is, to the best of my knowledge and ability, complete, true and correct. I acknowledge that I must report changes to this information in writing within 60 days of the change occurring and that I must file an updated copy with the municipality no later than March 1 annually.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

The information in this Mandatory Training Statement is collected and filed with the council in accordance with section 13 and 21 of the **Municipal Conduct Act** and section 61(a) and (c) of the **Access to Information and Protection of Privacy Act, 2015**. It will be retained by the clerk of the council and made available for public inspection during council's normal business hours. Any concerns or inquiries regarding the collection or use of this information can be directed to the town office.