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**CIRCULAR TO MUNICIPALITIES
MUNICIPAL CONDUCT ACT
REMINDER MANDATORY TRAINING**

February 2023

As a requirement of the **Municipal Conduct Act** (the Act) and **Municipal Conduct Regulations (the Regulations)**, that was proclaimed and came into effect on September 1, 2022, councillors and chief administrative officers, as defined in the Act, are required to complete the following mandatory training:

- roles and responsibilities of councillors and chief administrative officers;
- meetings and procedures of council;
- budgets and financial management;
- information related to access to information and protection of privacy; and
- conflict of interest.

Councillors and chief administrative officers shall complete mandatory orientation training within one year of the Act coming into force (September 1, 2023), or 60 days of being sworn or affirmed into office. As per section 21 (3) of the Act, a councillor or chief administrative officer who does not attend the orientation training within the time period prescribed shall not carry out a power, duty or function as a councillor or chief administrative officer until the training has been completed.

The Department continue to provide information and training sessions with respect to both codes of conduct and mandatory training. Information regarding current training sessions can be found here: <https://www.gov.nl.ca/mpa/local-governance-division/training/>

Please note, municipalities can arrange their own mandatory training, in relation to the above, as long as the trainer has received certification from the Department. Consultants who wish to provide mandatory orientation training can apply to the Department of Municipal and Provincial Affairs for approval. Requests, including the training materials to be used and qualifications, should be submitted to Kim MacPherson, Manager of Municipal Training Programs at kimmacpherson@gov.nl.ca. Approved training providers will be notified in writing of their approval.

Information on the Act and a copy of the Regulations can be found here: <https://www.gov.nl.ca/mpa/municipal-conduct-act-information/>. If you require additional information or support please contact your local Municipal Affairs regional office. (Eastern 709-729-0259 / Central 709-256-1050 / Western-Lab 709-637-2332)

Sincerely,

A handwritten signature in blue ink, appearing to read "Bren Hanlon".

BREN HANLON



Government of Newfoundland and Labrador
Municipal and Provincial Affairs
Office of the Assistant Deputy Minister

Assistant Deputy Minister