

JAN 30 2023

DOC/2023/00200

CIRCULAR TO MUNICIPALITIES

MUNICIPAL CONDUCT CODE OF CONDUCT REMINDERS and COMPLIANCE FORM

January 2023

As a requirement of the **Municipal Conduct Act** (the Act), that was proclaimed and came into effect on September 1, 2022, municipalities are required to establish a code of conduct that applies to all councillors and a code of conduct for municipal officials.

Municipalities are required to adopt their codes of conduct on or before March 1, 2023.

Furthermore, as per the Act, a municipality is required to arrange training related to their adopted codes of conduct for both councillors and staff within three months of the establishment of their codes of conduct (on or before June 1, 2023). This training is to be conducted by the municipality with regards to their municipality's adopted codes of conduct.

Should a new councillor be elected, a municipality is required to arrange training relating to their own codes of conduct for councillors within three months of a councilor being elected. Any councillor who does not attend the code of conduct training within the required time period shall not carry out a power, duty or function as a councillor until the training has been completed.

Information on the Act and a copy of the **Municipal Conduct Regulations** (the Regulations) can be found here: <https://www.gov.nl.ca/mpa/municipal-conduct-act-information/>.

Attached to this circular are two sample templates; one for municipal councillors and one for municipal staff. Municipalities may choose to complete their own codes of conduct; however, the templates provides are compliant with the legislation.

In order to confirm that municipalities are compliant with the Act, the Department request that you complete the attached information request form. **Please complete the form and return by Friday, March 3, 2023**

If you require additional information or support please contact your local Municipal Affairs regional office.

REGION	PHONE
Western/Labrador	(709) 637-2332
Central	(709) 256-1050
Eastern	(709) 729-0259

Sincerely,



JUDITH HEARN
Deputy Minister