

# Orientation Training Update

# Introduction

- The **Municipal Conduct Act** received royal assent in November 2021.
- The Act came into legal force on September 1, 2022.
- Municipal obligations will occur in stages.
- Department will provide training and guidance.

# Municipal Conduct Act

## What does the Section 21 of the Municipal Conduct Act say:

- (1) A **councillor and chief administrative officer** shall complete orientation training approved by the minister within the time period prescribed in the regulations.
- (2) The orientation training referred to in subsection (1) shall include the following:
  - (a) information related to the **roles and responsibilities** of a councillor and chief administrative officer;
  - (b) information related to **meetings and procedures** of council;
  - (c) information related to **council budgets and financial management**;
  - (d) information related to **access to information and protection of privacy**; and
  - (e) **any other information prescribed in the regulations.**

# Municipal Conduct Regulations

## What does Section 8 of the Regulations say:

- (1) In addition to the information prescribed in subsection 21(2) of the Act, **orientation training shall include information relating to conflict of interest.**
- (2) A **councillor shall** complete orientation training within
  - (a) one year of the coming into force of the Act; or
  - (b) 60 days of being sworn or affirmed into office, where a councillor becomes a councillor more than one year after the coming into force of the Act.

# Municipal Conduct Regulations – cont.

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- (3) A **chief administrative officer** shall complete orientation training within
- (a) one year of the coming into force of the Act; or
  - (b) 60 days of commencing employment where the chief administrative officer commences employment more than one year after the coming into force of the Act.
- 4) Notwithstanding paragraph (2)(b), the **minister may extend the 60 day time period** at the request of a councillor.

# Municipal Conduct Act – cont.

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(3) A **councillor or chief administrative officer** who **does not attend** the orientation training within the time period prescribed in the regulations **shall not carry out a power, duty or function** as a councillor or chief administrative officer until the councillor or chief administrative officer has completed the training.

# Municipalities Act, 1999

**What does Section 206 of the Act say:**

- (1) The office of a councillor becomes vacant where
- (f) without leave of the council, he or she
- (i) is not sworn into office within 60 days after his or her election, or
  - (ii) **does not attend regular public meetings of the council for 3 successive months**

# 2022-23 Orientation Training Update

- Completed **11** code of conduct information sessions.
- Facilitated **39** mandatory orientation sessions across 17 locations.
- The Department has committed to **10** additional virtual and **10** in-person orientation sessions (spring/summer).



# 2022-23 Orientation Training - Council Update

## Mayors, Deputy Mayors and Councillors

- Code of Conduct information sessions: **243**.
- Access to Information and Privacy, Module 5: **895 or 53%**.
- Roles and Responsibilities, Conduct of Meetings, COI, and Budgets and Financial Management, **Modules 1-4: 1,019 or 60%**.

# 2022-23 Orientation Training - Staff Update

## Senior Staff and Municipal Officials

- Code of Conduct voluntary information sessions: **276.**
- Access to Information and Privacy, Module 5: **328.**
- Roles and Responsibilities, Conduct of Meetings, COI, and Budgets and Financial Management, **Modules 1-4: 333.**

# 2023 Virtual Orientation Training

Modules 1 – 4 (9am-5pm)	Module 5 (2.5hrs)
Saturday, <b>May 27</b> , 2023	Tuesday, <b>May 30</b> , - 1:30 pm to 4:00 pm
Tuesday, <b>June 20</b> , 2023	Thursday, <b>June 22</b> - 1:30 pm to 4:00 pm
Thursday, <b>July 27</b> , 2023	Wednesday, <b>July 5</b> – 6:30 pm to 9:00 pm
Wednesday, <b>August 23</b> , 2023	Tuesday, <b>August 22</b> – 6:30 pm – 9:00 pm
Tuesday, <b>August 29</b> , 2023	Monday, <b>August 28</b> – 6:30 pm – 9:00 pm

<https://www.gov.nl.ca/mpa/local-governance-division/training/>

# 2023 Orientation Training

- All regional in-person and virtual sessions are **free** to attend.
- Other types of training provided by the department:
  - Cash Handling, Election Training, Financial Evaluations Training, LSD training, Budget Training, Agenda and Minute Taking, and Social Media.

# Ten Tips for Being a Municipal Councillor

1. The legislation is legal authority, the councillor handbook is your guide.
2. Know and follow your Rules of Procedure.
3. There are three sides to every story.
4. Know your role and your responsibilities.
5. Motions can only be decided on at a public meeting.
6. There is no “I” in team.
7. Who’s the Boss...
8. Don’t take a code of conduct complaint personally.
9. Be a good neighbour.
10. Does council need a time-out?

# Contact

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