



# Manitoba Municipal Administrators

Local Leaders, Thriving Communities

## By-law #4 Professional Development Requirements

May 03, 2023

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**AND WHEREAS** Article #6 of the Manitoba Municipal Administrators' Association Constitution states in part:

6.3 In addition to the powers set forth in the Act, the Executive Council may by By-Law:

b) Regulate and govern the conduct of members of the Association in the practices of their business or profession, by prescribing a code of ethics, rules of professional conduct and standards of practice, and for providing for the suspension, expulsion or other penalty for professional misconduct, incapacity or incompetence

**AND WHEREAS** paragraph 2 (a) of the Manitoba Municipal Administrators' Association Act SM 1989-90 c. 75 states:

"The general objectives of the Association are:

a) To promote and increase the knowledge, skill and proficiency of its members relating to Municipal Administration and Public Finance."

**AND WHEREAS** it is deemed to be in the best interests of the membership of the Manitoba Municipal Administrators' Association to put in place mandatory continuing professional development guidelines.

**NOW THEREFORE** the membership of the Manitoba Municipal Administrators' Association assembled enacts the following:

## **Section 1 – Title**

This By-Law may be referred to as the Manitoba Municipal Administrators Professional Development Requirements By-Law.

## **Section 2 – Definitions**

For purposes of this By-Law:

“Act” means the Manitoba Municipal Administrators Association Inc Act or successor legislation.

“By-law” means MMA by-law #4 – Professional Development Requirements

“Credits”, “Professional Development Credits”, or “PD Credits” means the numeral value to be earned by a Member for completing a designated activity

“Constitution” means MMA By-law #1 or successor by-law as constituted under the Act and duly approved by the MMA membership.

“Executive Council” – means the collective group of people appointed and elected to govern the MMA as prescribed in The Manitoba Municipal Administrators Association Inc. Act and the MMA bylaws.

“Employer Municipality” means the municipality, which employs the Member.

“Member” means a member of the MMA as provided for in the Constitution.

“MMA” means the Manitoba Municipal Administrator Association Inc., operating as the Manitoba Municipal Administrators.

“PD Committee” means the Professional Development Committee of the MMA.

“Policy” means a documented governance statement of organizational philosophy and practice, approved by the Executive Council, which guides the conduct of the organisation and its members, officers, and agents.

“President” means the person duly elected by the MMA membership as prescribed by the constitution with all the authorities and responsibilities bestowed by MMA by-law and policy or by resolutions passed by the Executive Council.

“Professional Development” means the accepted activities designated by MMA Policy which enhance one’s skills, knowledge, and capabilities in the field of municipal administration.

## **Section 1 – Professional Development Requirement**

- 1.1 Each Member shall complete 120 credits of continuing Professional Development over a 3-year period on a 3-year rolling basis.
- 1.2 Professional Development and Credit value for each activity will be determined by the Executive Council and shall be published and maintained on the MMA website.
- 1.3 Any Member not excluded from the requirement set out in clause 1.1 who fails to meet the requirement is in contravention of this By-law and may be subject to disciplinary action up to and including expulsion from the MMA.
- 1.4 The Executive Council may establish policy to further refine the Professional Development requirement.

## **Section 2 - Determining Professional Development and Credits**

- 2.1 The PD Committee shall review the published list of Professional Development and associated Credit assessment to identify improvement recommendations to the Executive Council.

- 2.2 The Executive Council shall consider any recommended changes proposed by the PD Committee and, at their sole discretion, may make changes to the published list of Professional Development and their associated amount of Professional Development Credits.
- 2.3 When determining the Credit value of a Professional Development activity, the Executive Council shall consider:
  - a) the academic rigor of the activity;
  - b) the relative professional importance of the skill or capacity;
  - c) professional gaps in the general membership; and
  - d) the sustainability of the MMA.
- 2.4 The Executive Council may establish policy to guide the preparation and publication of the list of Professional Development and the setting of Credit values.

### **Section 3 – Reporting Credits**

- 3.1 Members shall be required to report all Professional Development activities for the previous year ending December 31st prior to March 15th of the following year. The report is to be submitted in a pre-approved form on MMA website.
- 3.2 The MMA may provide for one-time or iterative reporting tools on the website.
- 3.3 The MMA may offered automated Credit reporting for Professional Development offered by the MMA.
- 3.4 It is the responsibility of each Member to ensure that their Professional Development Credits are accurately reported each year.
- 3.5 Any Member who knowingly reports Credits inaccurately is in contravention of this By-law and may be subject to disciplinary action up to an including expulsion from the MMA.
- 3.6 The Executive Director will provide a reminder notification to members to report their Professional Development activities in February each year.

- 3.7 The Executive Director shall be responsible for preparing and maintaining an inventory of the Credit balance for each Member.

## **Section 4 – Non-Compliance**

- 4.1 Within 30 days of the reporting deadline, Members who do not comply with clause 1.1 will be notified of their non-compliance by the Executive Director. The member will be given 90 days from the date of notification to achieve compliance.
- 4.2 Subsequent to expiration of the 90-day time period referred to in clause 4.1, the Executive Director will forward a list of non-compliant members to the PD Committee for their recommendation on disciplinary action.
- 4.4 If required, the PD Committee will make recommendations to the Executive Director and the President, on disciplinary action of non-compliant Members by September 30th every year.
- 4.5 The PD Committee may upon receipt of a written request for exemption, and at its discretion, exempt Members from compliance with the Continuing Education requirement. Members, who receive employer approved leaves of absence, including maternity leaves, will receive an exemption for the time equivalent to employer granted time. The following are automatically exempted from compliance with the Professional Development requirement set out in clause 1.1:
1. Life Members
  2. Honorary Members
  3. Retired members
  4. Affiliate Members
  5. Student Members

## **Section 5 – Disciplinary Action**

Upon receipt of a recommendation from the PD Committee for the discipline of a member, the Executive Director shall undertake the

required steps to initiate the Member discipline process provided for in the Constitution.

## **Section 6 – Adoption**

This By-Law will come into effect upon the adoption of the Membership in accordance with the Constitution, and all previous versions of By-law #4 shall be rescinded.

ADOPTED THIS 3rd DAY OF MAY, 2023 AT THE ANNUAL GENERAL MEETING OF THE MANITOBA MUNICIPAL ADMINISTRATORS' ASSOCIATION IN BRANDON, MANITOBA.

MANITOBA MUNICIPAL ADMINISTRATORS' ASSOCIATION

Duane Nicol

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PRESIDENT

*Adrienne Bestland*

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EXECUTIVE DIRECTOR