



Manitoba Municipal Administrators

Local Leaders, Thriving Communities

By-Law #3

Certified Manitoba Municipal Administrator

September 11, 2024

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WHEREAS clause 10(2) of the *Manitoba Municipal Administrators Association Inc. Act* states in part:

10(2) The Executive Council may by by-law:

(a) prescribe a curriculum and a course of studies in municipal administration and public finance;

(b) provide for the establishment of a board of certification which may prescribe the subjects on which students shall be examined and the conditions upon which certificates may be granted to students;

(c) provide for the establishment of a course in municipal administration and public finance, to be known as the "Certified Manitoba Municipal Administrators Course";

(d) provide for a certificate, to be awarded to any person who successfully completes the course established under clause (c), certifying that the person is entitled to be known as and to use the title of a "Certified Manitoba Municipal Administrator";

(e) authorize the making of an agreement between the association and The University of Manitoba or any college or school for such lectures and classes or correspondence courses as may come within the course of studies prescribed;

AND WHEREAS certification of proficiency as a municipal administrator provides value to Members, the MMA, municipalities, and citizens of Manitoba;

AND WHEREAS the MMA has an existing practice for the issuance of certificates;

AND WHEREAS the Executive Council recognizes the need to bring the existing practice into compliance with the Act;

AND WHEREAS increasing the knowledge, skill, and proficiency of Members is a core objective of the MMA;

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

Section 1 – Title

This By-Law may be referred to as the Certified Manitoba Municipal Administrator By-Law.

Section 2 – Definitions

For purposes of this By-Law:

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

“Board of Certification” means the CMMA Board of Certification as set out in Section 5 of this By-Law and established by the Executive Council.

“By-Law” means MMA By-Law #3 – Certified Manitoba Municipal Administrator.

“CMMA” means the Certified Manitoba Municipal Administrator program as set out in this By-Law and the Policies adopted by the Executive Council.

“CMMA Register” means the inventory of individuals who have received the CMMA designation as set out in Section 5 of this By-Law.

“Code of Conduct” or “Professional Code of Conduct” means the statement of professional standards as documented in Schedule A of By-Law #2 – Professional Code of Conduct, and as interpreted and further defined by resolutions of the Executive Council from time to time.

“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 by-laws.

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

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

“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.

Section 3 – Curriculum

- 3.1 The Executive Council shall establish a Policy that sets out the curriculum for the CMMA.
- 3.2 The Executive Council shall ensure that the curriculum achieves the following key objectives:
 - 3.2.1 Provides a foundational understanding in municipal finance, municipal law, municipal governance, municipal public policy development, and the professional standards of the MMA.
 - 3.2.2 Prepares Members with the academic and practical knowledge necessary to meet the core responsibilities of municipal administration.
 - 3.2.3 Exposes Members to leading practice and contemporary theory in municipal administration.
- 3.3 As practicable, the Executive Council may divide or expand the curriculum to allow for multiple streams and/or credentials.
- 3.4 The curriculum may include and require:
 - 3.4.1 Academic courses

3.4.2 Practical training

- 3.5 The Executive Council shall ensure that the curriculum is reviewed periodically, and amendments are made as necessary to achieve the key objectives.

Section 4 – CMMA Delivery

- 4.1 The Executive Council may work with the University of Manitoba or another accredited post-secondary institution to prepare and deliver courses that meet, in whole or in part, the CMMA curriculum.
- 4.2 The Executive Council may enter into an agreement to facilitate the delivery of courses as set out in 4.1.
- 4.3 The MMA may establish and deliver courses and training that meets, in whole or in part, the CMMA curriculum.

Section 5 – CMMA Board of Certification

- 5.1 The Executive Council shall, by Policy, establish a CMMA Board of Certification.
- 5.2 The Board of Certification may be established as an independent committee, or it may be established as a function of another committee of the Executive Council.

Section 6 – Certification

- 6.1 The Executive Council shall, by Policy, set out the requirements and conditions upon which certificates may be granted to individuals.
- 6.2 The Executive Council shall consult with the Board of Certification and with any other individual or body it deems necessary to define the requirements and conditions of certification.

- 6.3 The requirements and conditions may include the following elements:
 - 6.3.1 Demonstrated successful completion of a prescribed academic program.
 - 6.3.2 Demonstrated successful completion of all prescribed training and courses delivered by the MMA.
 - 6.3.3 Testing, examination, practical auditing, or demonstration of proficiency.
 - 6.3.4 Prescribed time of service requirement.
- 6.4 The Board of Certification shall be responsible for evaluating and adjudicating applications for CMMA certification and recommending to the Executive Council applicants who should be certified.
- 6.5 The Executive Council shall review and consider the certification recommendations of the Board of Certification at their earliest convenience, typically the next regularly scheduled meeting of the Executive Council.
- 6.6 Upon approval of certification applications by resolution of the Executive Council, the MMA shall issue a formal certificate to the applicant and shall add the name of the applicant to the CMMA Register.
- 6.7 Notwithstanding Section 6 of this By-Law, the post-secondary institution offering CMMA courses may, at their discretion, issue certificates recognizing completion of a CMMA-aligned academic program; however, this issuance of an academic certificate does not replace CMMA certification.
- 6.8 All individuals who have been certified by the MMA's previous certification process prior to adoption of this By-Law shall retain the right to use the CMMA credential.
- 6.9 The Executive Council shall, by Policy, determine a date by which the process for certification set out in this By-Law shall take effect and the previous practice shall be discontinued, and will specify how individuals enrolled in the previous practice, but who have not yet been certified, can be certified under the previous curriculum.

Section 7 – CMMA Register

- 7.1 The MMA shall establish and maintain a register of all individuals receiving CMMA certification.
- 7.2 The CMMA Register shall be considered public information, and the MMA is authorized to confirm upon request whether an individual has been awarded certification.
- 7.3 The MMA shall endeavour to discover and add to the CMMA Register all individuals who have been certified prior to the effective date of this By-Law.

Section 8 – CMMA Integrity

- 8.1 The MMA shall take all reasonable steps, including use of the courts, to ensure that only those with the CMMA certification use the CMMA credentials, in accordance with clause 11 of the Act.
- 8.2 A Member who falsely claims to have CMMA certification is in serious contravention of this By-Law and the MMA Professional Code of Conduct, and subject to discipline as set out in the Constitution and MMA Policies.

Section 9 – Adoption

- 9.1 This By-Law will come into force upon its adoption by the Membership in accordance with the Constitution.
- 9.2 This By-Law rescinds all previous versions of By-Law #3 immediately.
- 9.3 The Executive Council shall ensure that all clauses of this By-Law come into full effect by January 1, 2026.

ADOPTED THIS 11TH DAY OF SEPTEMBER 2024 AT THE ANNUAL GENERAL MEETING OF THE MANITOBA MUNICIPAL ADMINISTRATORS IN WINNIPEG, MANITOBA.

MANITOBA MUNICIPAL ADMINISTRATORS

PRESIDENT

EXECUTIVE DIRECTOR