

Department of Municipal and Community Affairs
Government of Newfoundland and Labrador

Date: September 11, 2026

To: Town Councillors and Staff

Title: REMINDER Mandatory Orientation Training and NEW DATES for FALL 2026

The **Municipal Conduct Regulations** under the **Municipal Conduct Act** require all councillors to complete mandatory orientation training within **six months** of taking office. Therefore, councillors elected through a by-election must complete the required orientation training, regardless of whether they completed Modules 1 to 5 in a previous term of office. Chief Administrative Officers are required to complete the training with 60 days of commencing their roles with council.

Reminder: Unless an extension has been granted, subsection 21(3) of the **Municipal Conduct Act** provides that a councillor or chief administrative officer (CAO) who does not complete the mandatory training within the prescribed period shall not exercise any power, duty, or function until the training has been completed. Under subsection 8(4) of the **Municipal Conduct Regulations**, a councillor may request that the Minister extend the six-month period for completing the required training.

Below is the schedule for virtual and in-person training sessions for **Modules 1-4 for September – November 2026**. The modules do not need to be completed in sequence. A link is provided adjacent to the training session date that will take you directly to the training sessions to register. When you register, you will receive confirmation of registration.

Module 5 is administered by the Access to Information and Protection of Privacy Office. <https://www.gov.nl.ca/atipp/>. If you have any questions related to Module 5 training, please email municipalatipp@gov.nl.ca.

Please note that your participation time in this virtual session will be monitored and recorded for administrative and reporting purposes, and to confirm the completion of training required by legislation. You are required to complete a confirmation of attendance link during the training session.

For the benefit of participants, all training materials and the link to the virtual sessions will be emailed to registrants. A camera is recommended during all virtual sessions.

Module 1: Roles and Responsibilities		
Module 2: Meetings and Procedures		
Date	Time	Registration
Tuesday, Sept. 22	7:00–9:00 PM	Register Here
Monday, Nov. 16	7:00–9:00 PM	Register Here
Module 3: Conflict of Interest		
Wednesday, Sept. 23	7:00–9:00 PM	Register Here
Tuesday, Nov. 17	7:00–9:00 PM	Register Here
Module 4: Council Budgets and Financial Management		
Date	Time	Registration
Thursday, Sept. 24	7:00–9:00 PM	Register Here
Wednesday, Nov. 18	7:00–9:00 PM	Register Here
Module 5: Access to Information and Protection of Privacy		
Wednesday, Sept. 16	6:00-9:00 PM	Register Here
Tuesday, Nov. 24	6:00-9:00 PM	Register Here

For more information contact:

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