

Department of Municipal and Community Affairs
Government of Newfoundland and Labrador

Date: April 30, 2026

To: Town Councillors

Title: Mandatory Orientation Training - Extension

This is a reminder following the letter sent to municipal councillors on April 15, 2026. Under section 8 of the **Municipal Conduct Regulations** under the **Municipal Conduct Act**, councillors who have not yet completed Mandatory Orientation Training have been granted an extension to May 31, 2026.

Councillors are required to complete mandatory orientation training **within six months** of being sworn or affirmed into office. This applies to all councillors elected during the 2025 Municipal General Election or a byelection, including those who previously completed Modules 1-5, in a past term. **Chief Administrative Officers** must complete the training within **60 days** of starting their roles.

Below is the schedule for virtual and in-person training sessions for **Modules 1-4** taking place from **April to June 2026**. The modules may be completed in any order. Registration links are provided for each session adjacent to the training date. Confirmation of registration will be sent to you once you register.

Module 5 is delivered by the Access to Information and Protection of Privacy Office. More information is available at <https://www.gov.nl.ca/atipp/>. Questions about Module 5 training may be sent to municipalatipp@gov.nl.ca

For more information contact:

Cynthia Layden-Barron, Manager, Municipal Training Programs

Phone: 709-729-2086

Local Governance and Land Use Planning Division

mcatraining@gov.nl.ca

Virtual Training Sessions: Mandatory Training

Module 1: Roles and Responsibilities of Council and CAO/Town Manager		
Monday, April 27	7:00 – 8:30 PM	Register Here
Monday, May 25	10:00- 11:30 AM	Register Here
Tuesday, June 16	10:00- 11:30 AM	Register Here

Module 2: Council Meetings and Procedures of Council		
Tuesday, April 28	10:00- 11:30 AM	Register Here
Tuesday, May 26	7:00 – 8:30 PM	Register Here
Monday, June 15	10:00- 11:30 AM	Register Here

Module 3: Conflict of Interest

Wednesday, April 29	10:00- 11:30 AM	Register Here
Wednesday, May 27	7:00 – 8:30 PM	Register Here
Wednesday, June 17	7:00 – 8:30 PM	Register Here

Module 4: Council Budgets and Financial Management

Thursday, April 30	7:00 – 9:00 PM	Register Here
Friday, May 29	10:00 - 12:00 AM	Register Here
Thursday, June 18	7:00 – 9:00 PM	Register Here