

Department of Municipal and Community Affairs
Government of Newfoundland and Labrador

Date: March 9, 2026

To: Town Councillors and Staff

Title: Reminder – Upcoming Deadline to Complete Mandatory Orientation Training

The **Municipal Conduct Regulations** under the **Municipal Conduct Act** require that all councillors complete mandatory orientation training **within six months** of being sworn or affirmed into office. As such, all councillors elected during the 2025 Municipal General Election are required to complete mandatory orientation training by **mid-April 2026**, including councillors who have previously completed Modules 1-5 in a previous term of office. A councillor may request an extension from the Minister.

Furthermore, unless a training extension has been approved, as per subsection 21(3) of the **Municipal Conduct Act**, a councillor or Chief Administrative Officer who does not complete the mandatory training within the required timeframe cannot carry out any powers, duties or functions until the training is completed.

Chief Administrative Officers must complete the training within **60 days** of starting their roles with council.

The schedule for virtual training sessions for Modules 1 – 4 for March 2026 can be viewed here: [Link](#). The link can be also found on the Department of Municipal and Community Affairs website here: <https://www.gov.nl.ca/mca/local-governance-division/training/>. The modules do not need to be completed in sequence.

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

Please see the attached form to assist town offices with compliance measures.

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

Mandatory Training Statement

A: Code of Conduct Training

Each municipality must facilitate training in accordance with its approved Code of Conduct Policy for municipal officials and councillors. Have you personally and fully completed your town's mandatory Code of Conduct Training as per section 13 of the **Municipal Conduct Act**?

Yes, Date of Completion: _____ No

Please indicate the applicable section:

Section 13(2) – Councillor Section 18(8) – Chief Administrative Officer (CAO)

B: Mandatory Orientation Training

Have you personally and fully completed the mandatory orientation training facilitated by the Department of Municipal and Community Affairs as required by section 21 of the **Municipal Conduct Act**?

1. Roles and Responsibilities

Yes, Date of Completion: _____ No

2. Council Meetings and Procedures of Council

Yes, Date of Completion: _____ No

3. Conflict of Interest

Yes, Date of Completion: _____ No

4. Council Budgets and Financial Management

Yes, Date of Completion: _____ No

5. Access to Information and Protection of Privacy

Yes, Date of Completion: _____ No

This is to certify that the information provided in this form is, to the best of my knowledge and ability, complete, true and correct. I acknowledge that I must report changes to this information in writing within 60 days of the change occurring and that I must file an updated copy with the municipality no later than March 1 annually.

Print Name: _____ Date: _____

Signature: _____

The information in this Mandatory Training Statement is collected and filed with the council in accordance with section 13 and 21 of the **Municipal Conduct Act** and section 61(a) and (c) of the **Access to Information and Protection of Privacy Act, 2015**. It will be retained by the clerk of the council and made available for public inspection during council's normal business hours. Any concerns or inquiries regarding the collection or use of this information can be directed to the town office.