

Department of Municipal and Community Affairs
Government of Newfoundland and Labrador

June 18, 2026

To: Town Councillors and Staff

Title: Mandatory Orientation Training – NEW DATES for JULY and AUGUST

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 a by-election are required to complete mandatory orientation training, including councillors who have previously completed Modules 1-5, in a previous term of office.

Furthermore, unless a training extension has been provided, as per subsection 21(3) of the **Municipal Conduct Act**, a councillor or CAO who does not attend the mandatory training within the period shall not carry out a power, duty or function until the training has been completed. Under section 8(4) of the **Municipal Conduct Regulations**, a councillor may request the Minister extend the six-month period.

Chief Administrative Officers are required to complete the training with **60 days** of commencing their roles with council

Below is the schedule for virtual and in-person training sessions for **Modules 1-4** taking place from **July to August 2026**. The modules may be completed in any order. Registration links are provided for each season 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/>. 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 participants benefit, all training materials and the link to the virtual sessions will be emailed to registrants. A camera is recommended during all virtual sessions.

Virtual Training Sessions: Mandatory Training

Module 1: Roles and Responsibilities of Council and CAO/Town Manager AND Module 2: Council Meetings and Procedures of Council		Register Here
Monday, July 20	7:00 – 9:00 PM	Register Here
Monday, Aug 10	7:00 – 9:00 PM	Register Here

Module 3: Conflict of Interest		
Tuesday, July 21	7:00 – 8:30 PM	Register Here
Tuesday, August 11	7:00 – 8:30 PM	Register Here

Module 4: Council Budgets and Financial Management		
Wednesday, July 22	7:00 – 9:00 PM	Register Here
Wednesday, August 12	7:00 – 9:00 PM	Register Here

For more information contact:

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