

## Department of Municipal and Community Affairs

Government of Newfoundland and Labrador

**Date: January 20, 2026**

**To: Town Councillors and Staff**

**Title: Mandatory Orientation Training – Virtual Training Sessions**

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, 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. As per 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 training sessions for **Modules 1-4** for February and March 2026. The modules do not need to be completed in sequence. Module 5 is administered by the Access to Information and Protection of Privacy Office.  
<https://www.gov.nl.ca/.../atipp/municipal-councillor-atipp-training-session>

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. If you do not receive confirmation, your registration is not complete. Ensure your email address is correct before completing the registration.

Each training session will have a maximum number of participants. There is a waitlist, and you can go on the waitlist if the session is full. You will be notified if there is a cancellation and asked if you want to register.

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.

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**

<b>Module 1: Roles and Responsibilities of Council and CAO/Town Manager</b>		<b>REGISTER</b>
Wednesday, February 4	11:00 am - 12:30 pm	<a href="#">REGISTER HERE</a>
Saturday, February 7	10:00 am - 11:30 am	<a href="#">REGISTER HERE</a>
Wednesday, February 11	7:00 pm - 8:30 pm	<a href="#">REGISTER HERE</a>
Monday, February 16	7:00 pm - 8:30 pm	<a href="#">REGISTER HERE</a>
Thursday, February 19	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
Tuesday, February 24	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
Friday, February 27	10:00 am - 11:30 pm	<a href="#">REGISTER HERE</a>
Wednesday, March 4	11:00 am - 12:30 pm	<a href="#">REGISTER HERE</a>
Saturday, March 7	10:00 am - 11:30 am	<a href="#">REGISTER HERE</a>
Wednesday, March 11	7:00 pm - 8:30 pm	<a href="#">REGISTER HERE</a>
<b>Thursday, March 19</b>	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
<b>Tuesday, March 24</b>	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
Friday, March 27	10:00 am - 11:30 am	<a href="#">REGISTER HERE</a>
Tuesday, March 31	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
Wednesday, April 1	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>

<b>Module 2: Council Meetings and Procedures of Council</b>		<b>REGISTER</b>
Wednesday, February 4	7:00 pm - 8:30 pm	<a href="#">REGISTER HERE</a>
Monday, February 9	7:00 pm - 8:30 pm	<a href="#">REGISTER HERE</a>
Thursday, February 12	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
Tuesday, February 17	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
Friday, February 20	10:00 am -11:30 am	<a href="#">REGISTER HERE</a>
Wednesday, February 25	11:00 am - 12:30 pm	<a href="#">REGISTER HERE</a>
Saturday, February 28	10:00 am – 11:30 am	<a href="#">REGISTER HERE</a>
Wednesday, March 4	7:00 pm - 8:30 pm	<a href="#">REGISTER HERE</a>
Monday, March 9	7:00 pm - 8:30 pm	<a href="#">REGISTER HERE</a>
Thursday, March 12	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
Tuesday, March 17	2:00 pm - 3:30 pm	<a href="#">REGISTER HERE</a>
Friday, March 20	10:00 am -11:30 am	<a href="#">REGISTER HERE</a>
Wednesday, March 25	11:00 am - 12:30 pm	<a href="#">REGISTER HERE</a>
Saturday, March 28	10:00 am -11:30 am	<a href="#">REGISTER HERE</a>

<b>Module 3: Conflict of Interest</b>		<b>REGISTER</b>
Monday, February 2	2:00 – 4:00 pm	<a href="#">REGISTER HERE</a>
Monday, February 2	7:00 pm – 9:00 pm	<a href="#">REGISTER HERE</a>
Thursday, February 5	2:00 – 4:00 pm	<a href="#">REGISTER HERE</a>
Tuesday, February 10	2:00 – 4:00 pm	<a href="#">REGISTER HERE</a>
Friday, February 13	10:00 am – 12:00 pm	<a href="#">REGISTER HERE</a>
Wednesday, February 18	10:00 am – 12:00 pm	<a href="#">REGISTER HERE</a>
Saturday, February 21	10:00 am – 12:00 pm	<a href="#">REGISTER HERE</a>
Wednesday, February 25	7:00 pm – 9:00 pm	<a href="#">REGISTER HERE</a>
Monday, March 2	7:00 pm – 9:00 pm	<a href="#">REGISTER HERE</a>
Thursday, March 5	2:00 – 4:00 pm	<a href="#">REGISTER HERE</a>
Tuesday, March 10	2:00 – 4:00 pm	<a href="#">REGISTER HERE</a>
Friday, March 13	10:00 am – 12:00 pm	<a href="#">REGISTER HERE</a>
Wednesday, March 18	11:00 am - 12:30 pm	<a href="#">REGISTER HERE</a>
Saturday, March 21	10:00 am – 12:00 pm	<a href="#">REGISTER HERE</a>
Wednesday, March 25	7:00 pm – 9:00 pm	<a href="#">REGISTER HERE</a>

<b>Module 4: Council Budgets and Financial Management</b>		<b>REGISTER</b>
Tuesday, February 3	1:30 pm - 4:00 pm	<a href="#">REGISTER HERE</a>
Friday, February 6	9:30 am - 12:00 pm	<a href="#">REGISTER HERE</a>
Wednesday, February 11	9:30 am - 12:00 pm	<a href="#">REGISTER HERE</a>
Saturday, February 14	9:30 am - 12:00 pm	<a href="#">REGISTER HERE</a>
Wednesday, February 18	7:00 pm - 9:30 pm	<a href="#">REGISTER HERE</a>
Monday, February 23	7:00 pm - 9:30 pm	<a href="#">REGISTER HERE</a>
Tuesday, March 3	1:30 pm - 4:00 pm	<a href="#">REGISTER HERE</a>
Friday, March 6	9:30 am - 12:00 pm	<a href="#">REGISTER HERE</a>
Wednesday, March 11	9:30 am - 12:00 pm	<a href="#">REGISTER HERE</a>
Saturday, March 14	9:30 am - 12:00 pm	<a href="#">REGISTER HERE</a>
Wednesday, March 18	7:00 pm - 9:30 pm	<a href="#">REGISTER HERE</a>
Monday, March 23	7:00 pm - 9:30 pm	<a href="#">REGISTER HERE</a>
Thursday, March 26	1:30 pm - 4:00 pm	<a href="#">REGISTER HERE</a>
Monday, March 30	7:00 pm - 9:30 pm	<a href="#">REGISTER HERE</a>

**For more information contact:**

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Local Governance and Land Use Planning Division

[Mcatraining@gov.nl.ca](mailto:Mcatraining@gov.nl.ca)