

## **Department of Municipal and Community Affairs**

Government of Newfoundland and Labrador

**Date: December 9, 2025**

**To: Town Councillors and Staff**

**Title: 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, including councillors who have previously completed Modules 1-5, in a previous term of council.

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 prescribed 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 within **60 days** of commencing their roles with council.

Below is the schedule for virtual training sessions for **Modules 1 – 4** for December 2025 and January 2026. The modules do not need to be completed in sequence. Additional sessions, including in-person, will be offered in February and March.

A link is provided adjacent to the training session date that will take you directly to the training session to register. Each training session will have a maximum number of participants. 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 training sessions.

Module 5 is administered by the Access to Information and Privacy Protection Office. Registration is available by clicking on the link below.

<https://www.gov.nl.ca/forms/atipp/municipal-councillor-atipp-training-session-module-5/>

**For more information contact:**

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Local Governance and Land Use Planning Division

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## **Virtual Training Schedule: Mandatory Orientation Training**

<b>Module 1: Roles and Responsibilities of Council and CAO/Town Manager</b>		<b>Register Here</b>
Wednesday, December 17, 2025	11:00 am - 12:30 pm	<a href="#">Register Here</a>
Saturday, January 10, 2026	10:00 am -11:30 am	<a href="#">Register Here</a>
Wednesday, January 14, 2026	7:00 pm - 8:30 pm	<a href="#">Register Here</a>
Monday, January 19, 2026	7:00 pm - 8:30 pm	<a href="#">Register Here</a>
Thursday, January 22, 2026	2:00 pm - 3:30 pm	<a href="#">Register Here</a>
Tuesday, January 27, 2026	2:00 pm - 3:30 pm	<a href="#">Register Here</a>
Friday, January 30, 2026	10:00 am -11:30 am	<a href="#">Register Here</a>

<b>Module 2: Council Meetings and Procedures of Council</b>		<b>Register Here</b>
Wednesday, December 17, 2025	7:00 pm - 8:30 pm	<a href="#">Register Here</a>
Monday, January 12, 2026	7:00 pm - 8:30 pm	<a href="#">Register Here</a>
Thursday, January 15, 2026	2:00 pm - 3:30 pm	<a href="#">Register Here</a>
Tuesday, January 20, 2026	2:00 pm - 3:30 pm	<a href="#">Register Here</a>
Friday, January 23, 2026	10:00 am -11:30 am	<a href="#">Register Here</a>
Wednesday, January 28, 2026	11:00 am - 12:30 pm	<a href="#">Register Here</a>
Wednesday, January 28, 2026	7:00 pm - 8:30 pm	<a href="#">Register Here</a>
Saturday, January 31, 2026	10:00 am -11:30 am	<a href="#">Register Here</a>

<b>Module 3: Conflict of Interest</b>		<b>Register Here</b>
Monday, December 15, 2025	7:00 pm - 8:30 pm	<a href="#">Register Here</a>
Thursday, January 8, 2026	2:00 pm - 3:30 pm	<a href="#">Register Here</a>
Tuesday, January 13, 2026	2:00 pm - 3:30 pm	<a href="#">Register Here</a>
Friday, January 16, 2026	10:00 am -11:30 am	<a href="#">Register Here</a>
Wednesday, January 21, 2026	11:00 am - 12:30 pm	<a href="#">Register Here</a>
Saturday, January 24, 2026	10:00 am -11:30 am	<a href="#">Register Here</a>

<b>Module 4: Council Budgets and Financial Management</b>		<b>Register Here</b>
Tuesday, December 16, 2025	2:00 pm - 4:00 pm	<a href="#">Register Here</a>
Friday, January 9, 2026	10:00 am -12:00 pm	<a href="#">Register Here</a>
Wednesday, January 14, 2026	11:00 am - 1:00 pm	<a href="#">Register Here</a>
Saturday, January 17, 2026	10:00 am -12:00 pm	<a href="#">Register Here</a>
Wednesday, January 21, 2026	7:00 pm - 9:00 pm	<a href="#">Register Here</a>
Monday, January 26, 2026	7:00 pm - 9:00 pm	<a href="#">Register Here</a>
Thursday, January 29, 2026	2:00 pm - 4:00 pm	<a href="#">Register Here</a>