GUIDE TO ANSWERING THE TIMELINE GRID:

**Task number:** Please number all your tasks for the specific month in question.

**Task:** State in a succinct manner the name or a brief description of your project.

**Responsible Body:** Who will be executing this task? Committee, Personnel, Council as whole etc.

**Mandated by:** What authorizes/prompts this task? Bylaw, Code, Policy, Motions, Membership Requests, Constituencies etc.

**Duration of Project:** Is there a time limit to complete the task? Will it be ongoing/recurring? Will it require renewal or continuation at another time?

**Approvals Required:** Will a committee (s) or another delegated body need to approve this? Does this require an approval from Council or another stakeholder?

**Consultation:** Will multiple committees, people, groups and external stakeholders be consulted in this task?

**Support:** Does this task require internal AMS staff support? I.e. HR, Communications etc.

**Additional Notes:** Are there any other details to note for this task?

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<tr>
<th>Task no.</th>
<th>Task</th>
<th>Responsible Body</th>
<th>Mandated by</th>
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<th>Consultation</th>
<th>Support</th>
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<tbody>
<tr>
<td>1</td>
<td>Determine Constituency numbers for Council representation</td>
<td>Clerk of Council</td>
<td>Bylaws</td>
<td></td>
<td></td>
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<td>By December 1</td>
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