

For the Month of: February

Last Updated:

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?

Task no.	Task	Responsible Body	Mandated by	Duration of Project	Approvals Required	Consultation	Support	Additional Notes
1	Advisory Board report to Council	Advisory Board	Code				Managing Director	By February 28
2	Financial report to Council plus budget reforecast	Finance Committee	Code				VP Finance, Managing Director	
3	Advertising the close of election nominations	Elections Committee	Code				Communications Dept.	In the week before Reading Week
4	All-Candidates Meeting	Elections Committee	Code				Events Dept., Communications Dept.	Friday before Reading Week
5	Report on fees and funds to Council	Finance Committee	Code				VP Finance, Managing Director	To be submitted by first meeting in February
6	Depts. to send budget reports to Finance Ctte	Departments	Code		Finance Committee			By end of February
7	Petition Privacy Policy	GovCom	Policy I-10		Council			Feb2024



8	Records Policy	GovCom	Policy I-19		Council			Feb2026
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