

**GOVERNANCE PROCESSES**

<b>Policy Title</b>	<b>Policy Number</b>
CMLTM Yearly Schedule	GP-14
	<b>Date of Approval</b>
	May 16, 2012
<b>Responsible Authority</b>	<b>Date of Revisions</b>
CMLTM Council	December 14, 2016
	<b>Page(s)</b>
	1

In order to support the scheduling of CMLTM Council and CMLTM Committee members, a yearly schedule of meetings and activities will be maintained.

1. The Registrar/CEO will ensure that the schedule will be maintained and kept up to date.
2. Committee chairs will be responsible for providing the Registrar/CEO with up-to-date information on their meeting schedules and activities.
3. Meetings of the CMLTM Council and Committees will be scheduled a minimum of one year in advance.