



Renewal and Refund Policy

Governance Processes

Policy Number: GP-24

Date of Approval	Responsible Authority	Last Revised
March 22, 2017	CMLTM Council	June 18, 2025

Policy

CMLTM requires membership renewal to be completed annually on-line. The deadline for renewal without penalty is November 15th each calendar year. The annual renewal includes the reporting of hours worked in the previous year, completion of the annual declaration, any other renewal requirements set by the Council and payment of annual fees. This information is subject to review and approval by CMLTM administration. If for any reason the information provided does not meet the current criteria for membership, any fees paid will be refunded.

A refund is issued upon rejection of the online renewal. Credit card payments through the online payment system will be refunded to the credit card used when a renewal is rejected. Debit payments are accepted in person at the office. Any payments by debit will be refunded to the account debited if the renewal is rejected.

Please contact the office for any difficulties with an online renewal at:

cmltm@cmltm.ca
phone: 204-231-0311
toll free: 877-331-0311

Please allow 2 business days for a response to the problem.

Revision History

- March 22, 2017 – Date of Approval
- October 20, 2017
- September 25, 2020
- October 22, 2022
- June 18, 2025 – Last Date of Revision