



2017 Council Public Meeting Deadlines

Council Public Meeting staff reports require sign-off from your Commissioner, and by the Treasurer where applicable, prior to submission to the Clerk's Office.

Original staff reports will be returned to you once they have received sign-off from the CAO and the agenda has been printed.

Council Meeting Date (Wednesday unless otherwise noted)	Clerk's Deadline @ Noon (Wednesday unless otherwise noted)	Publication and Distribution to Council (Wednesday unless otherwise noted)
January 25	January 11	January 18
February 1	January 18	January 25
February 15	February 1	February 8
March 22	March 8	March 15
March 29	March 15	March 22
April 5	March 22	March 29
April 26	April 12	April 19
May 3	April 19	April 26
May 17 May 10	May 3 April 26	May 10 May 3
May 24	May 10	May 17
June 7	May 24	May 31
June 21	June 7	June 14
September 6	August 23	August 30
September 27	September 13	September 20
October 18	October 4	October 11
October 25	October 11	October 18
November 1	October 18	October 25
November 15	November 1	November 8
December 6	November 22	November 29

Please note that staff reports must be received by the Clerk's Office on or before the 12 p.m. deadline, the digital copy must meet AODA compliance requirements and be provided electronically to the Council/Committee Clerks.

The publication date is noted above as a guide for you in communicating with your team.

Agenda material will be available from the Clerk's Office and on the Town of Richmond Hill's website by 3 p.m. on the date identified.

If you have any questions or concerns, please contact either:

Tina Arbuckle, Council/Committee Clerk ext.6394
 Karyn Hurley, Council/Committee Clerk ext. 5453
 Lena Sampogna, Council/Committee Clerk ext. 6402