



2017 Committee of the Whole Deadlines

Committee of the Whole 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.

Committee of the Whole Meeting Date <small>(Monday unless otherwise noted)</small>	Clerk's Deadline @ Noon <small>(Monday unless otherwise noted)</small>	Publication and Distribution to Council <small>(Tuesday unless otherwise noted)</small>
January 23	January 9	January 17
February 6	January 23	January 31
Tuesday, February 21	February 6	February 14
Tuesday, March 21	March 6	March 14
April 3	March 20	March 28
Wednesday, April 19	April 3	April 11
May 1	Tuesday, April 18	April 25
May 15	May 1	May 9
Tuesday, June 6	Tuesday, May 23	May 30
Tuesday, June 20	June 5	June 13
July 4	June 19	June 27
Tuesday, September 5	August 21	August 29
September 18	Tuesday, September 5	September 12
October 2	September 18	September 26
October 16	October 2	October 10
November 6	October 23	October 31
November 20	November 6	November 14
December 4	November 20	November 28

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