



2017 Council Deadlines

Please note that you must target your staff report to go forward to a Committee of the Whole meeting. The Council deadlines are provided for the rare occasion when a staff report is required to go directly to Council and for the submission of by-laws.

Council Meeting Date (Monday unless otherwise noted)	Clerk's Deadline @ Noon (Monday unless otherwise noted)	Publication and Distribution to Council (Thursday unless otherwise noted)
January 30	January 23	January 26
February 13	February 6	February 9
February 27	Tuesday, February 21	February 23
March 27	March 20	March 23
Wednesday, April 12	April 3	April 6
April 24	Tuesday, April 18	April 20
May 8	May 1	May 4
Tuesday, May 23	May 15	May 18
Tuesday, June 13	June 5	June 8
Tuesday, June 27	June 19	June 22
July 10	Tuesday, July 4	July 6
September 11	Tuesday, September 5	September 7
September 25	September 18	September 21
Tuesday, October 10	October 2	October 5
October 23	October 16	October 19
November 13	November 6	November 9
November 27	November 20	November 23
December 11	December 4	December 7

Remember that any staff report going forward directly to Council requires sign-off from your Commissioner, by the Treasurer where applicable, **and by the CAO** prior to submission to the Clerk's Office. Please note that the Clerk's Office is to be provided with one paper copy of the staff report or by-law 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