

9. ADOPTION OF SCHEDULE OF MEETINGS FOR 2011



General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
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PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption by the Council of the attached schedule (**Attachment 1**) setting out the proposed times and dates of ordinary Council meetings, Committee meetings, and Annual Plan meetings for 2011.

EXECUTIVE SUMMARY

2. In order that the business of the Council can be conducted in an orderly manner, and to allow public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987, it is necessary for the Council to adopt a schedule of meetings.
3. The attached schedule (**Attachment 1**) assumes:
 - That Council meetings will be held commencing at 9.30am on the second and fourth Thursday of each month, with the meeting on the second Thursday being devoted solely to consideration of community board reports, with all remaining reports/items being submitted to the second meeting on the fourth Thursday.
 - A series of Committees meeting in the first week of each month.
 - Meetings set aside for the Annual Plan (including a workshop in February) and hearings and consideration.
 - As in previous years the third week of the month will be a community week where, at all possible, meetings are not scheduled unless necessary and Councillors have the opportunity to be active in their community in their representation role.
4. The schedule is based on the agreed format of meetings for 2011, with times set aside for Council workshops. Other dates will still need to be set including for the Canterbury Earthquake Heritage Building Fund, ad hoc committees, working parties, Water Management Committees and a number of special consultative processes.
5. The Council would also request that Community Boards, when determining their own meeting timetables, as far as possible schedule Community Board meetings for week three of each month. It is acknowledged that a number of community boards hold two meetings a month.

FINANCIAL IMPLICATIONS

6. Costs associated with holding meetings are provided for in the LTCCP.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

7. Yes. Page 159 of the 2009-19 LTCCP.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

8. Yes.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

9. Yes – Democracy and Governance pages 154 to 159 of the 2009-19 LTCCP.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

10. Not applicable.

CONSULTATION FULFILMENT

11. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Council adopt the schedule of meetings for 2011 as attached to this report.