

26. ADOPTION OF SCHEDULE OF MEETINGS FOR 2012

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 and Annual Plan meetings for 2012.

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 continue to 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, and with all remaining reports/items being submitted to the second meeting on the fourth Thursday.
 - That the Council hold additional meetings on the first and third Thursday of the month for the sole purpose of considering earthquake recovery.
 - Meetings will be 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 is intended to be a community focused week where, to the extent possible, meetings are not scheduled unless necessary so that 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 meetings not included in this schedule are the Canterbury Earthquake Heritage Building Fund, ad hoc committees, working parties, Water Management Committees and a number of special consultative processes.
5. It is understood that Councillors will discuss committee early next year. Once that discussion has been held a separate report setting out the schedule of committee meetings for 2012 can be provided to the Council for adoption.
5. The Council may wish to also request that Community Boards, when determining their own meeting timetables for 2012, as far as possible schedule their meetings for week three of each month. It is acknowledged that a number of Community Boards hold two meetings a month, and in the past this has meant that week one has some Board meetings scheduled as well.

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.

26 Cont' d

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:

- (a) The Council adopt the schedule of Council meetings for 2012 as attached to this report;
- (b) It be noted that a schedule of committee meetings will be brought to the Council early next year.