

Mayor and Councillors

ENVIRONMENT & COMMUNITY DEVELOPMENT COMMITTEE

28 APRIL 2011

Meeting Status : Public

Purpose of Report: For Decision

CALENDAR OF MEETINGS FOR THE PERIOD JULY - DECEMBER 2011

PURPOSE OF REPORT

- 1 This report asks the Committee to make a recommendation to Council on a draft calendar of meetings for the period July to December 2011.

SIGNIFICANCE OF DECISION

- 2 The Council's Significance Policy is not triggered by this report.

BACKGROUND

- 3 At the beginning of the Triennium Council signalled that it would like to review its Governance Structure before June 2011. For this reason Committee meetings were only scheduled up to the end of June.
- 4 At the Council meeting on 17 March Council resolved to delay the governance structure review until January 2012. Therefore a schedule of Committee and Subcommittee meetings has now been drafted covering the period from July to December 2011 (see Appendix 1).

CONSIDERATIONS

Issues

- 5 The meetings detailed in the Calendar at Appendix 1 are based on the same six-weekly cycle as currently operative. The Calendar also features briefing and workshop dates, meeting dates for the Kāpiti Island Nature Lodge Monitoring Committee, and Te Whakaminenga o Kāpiti.
- 6 From time to time meetings have to be rescheduled or cancelled for unavoidable reasons and if this has to be done, the matter is discussed initially with the Mayor and/or the Chair of each Committee before elected members are informed and consulted as to proposed alternative dates. Any changes to the meeting schedule are publicly advertised, and notified in the Calendar of Meetings found in the Elected Members Bulletin circulated each Friday to Elected Members.
- 7 The second half of 2011 will also feature workshops on the Rating Review and the Long Term Plan, but these dates are yet to be proposed. A report on this process will be coming to Council in due course.

- 8 The draft calendar will be referred to Community Boards for their information. (Their meeting dates to December 2011 were already confirmed at the start of the Triennium.)

Financial Considerations

- 9 Provision has been made in the Long Term Council Community Plan for Elected Members' meeting expenses.

Legal Considerations

- 10 There is no statutory requirement to set a calendar of meetings but it is practical to do so to fulfil the requirement under the Local Government Official Information and Meetings Act 1987 (Section 46) to publicly notify meetings.

Delegation

- 11 The Committee may make a recommendation to Council.

Publicity Considerations

- 12 Meetings are publicly advertised in advance each month in the local newspapers and on the website as required by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

RECOMMENDATIONS

- 13 That the Committee recommends to Council to approve the meeting schedule for the period July to December 2011.

Report prepared by:

Approved for submission by:

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Democratic Services Advisor**

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APPENDIX 1: MEETING SCHEDULE TO DECEMBER 2011