



Report 03.728
Date 24 November 2003
File E/6/2/2

Committee Policy, Finance and Strategy
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Year 2004 Meeting Schedule

1. Purpose

To consider a meeting schedule for the 2004 calendar year.

2. Background

Attachment 1 to this Report is a draft meeting schedule for the 2004 calendar year. There are a few changes from the draft that was circulated in the Councillors' Bulletin.

The schedule is based on a six week meeting cycle as previously agreed by Council. Ordinary meetings commence in February. The early part of the year includes a number of meetings for consideration of the 2004/2005 Annual Plan. Further meetings to finalise the Plan are scheduled for June.

There may be a need for additional ordinary meetings as the year proceeds.

The 2004 triennial elections are on 9 October and we have scheduled the first meeting of the new Council for 28 October. It is anticipated that this meeting will be adjourned and reconvened on 9 November.

3. Communications

In accordance with legislation, public notice of formal meetings will be given at the appropriate time.

4. Recommendations

That the Committee:

- (1) **Receive the report and note the contents.**

- (2) ***Recommend that Council adopt the proposed schedule of meetings for Council and Committees for the 2004 calendar year.***

Report prepared by:

Wayne Hastie
Council Secretary

Attachment 1: Draft meeting schedule for 2004 calendar year