



Council

Meeting of 19 November 2025

Business Unit: People and Corporate

Date Created: 4 November 2025

Adoption of Meeting Schedule for 2026

Purpose Te Aronga o te Pūrongo

Presenting for adoption the proposed schedule of meetings for the 2026 calendar year.

Recommendations Ngā Tūtohunga

That the Council adopts the Schedule of 2026 Meetings, as set out in Attachment 1 of this report, without amendment.

OR

That the Council adopts the Schedule of 2026 Meetings, as set out in Attachment 1 of this report, with below amendments.

Report prepared by:

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Governance and Strategy Officer

Approved for submission by:

Frances Smorti

General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The Local Government Act 2002 (LGA) requires Council to hold the meetings that are necessary for the good government of the District. A proposed calendar schedule of meetings, based on the terms of reference for Council and its committees, is attached to this report.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Not applicable as this is a legislative / operational item.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 Council meetings have been scheduled for the first and third Wednesday of every month, to be followed with a workshop session.
- 3.2 The quarterly meetings of the Finance and Performance Committee have scheduled to fit in with the quarterly reporting timeframe, for the fourth Wednesday of March, June, September, and the second Wednesday in December.
- 3.3 District Licensing Committee meetings are scheduled roughly three weeks apart throughout the 2026 year.
- 3.4 The Creative Communities Assessment Committee has been scheduled to coincide with the Creative Communities Scheme funding application process.
- 3.5 The District Development Committee has been scheduled bi-monthly on a Wednesday.
- 3.6 The schedule may be updated further once Committee meeting dates have been finalised or added to as required.
- 3.7 Wherever possible, meetings have been scheduled for Wednesdays.
- 3.8 An extra Council meeting has been scheduled for 28 October 2026 for the adoption of the Annual Report.

4 Risk Assessment Te Arotake Tūraru

- 4.1 Not applicable.

5 Engagement Te Whakapānga

Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

- 5.3 Section 46(1) & (2) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) lays out Council's requirement to publicly notify meetings in the month before they are scheduled to occur.
- 5.4 Additionally, the Council is required to make available to the public copies of the agenda and minutes, except for those specifically excluded from the public under Section 7 of the LGOIMA 1987.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 Adopting a meeting schedule ensures clarity for officers and members, supporting timely decision-making, efficient planning, and compliance with statutory and public notification requirements.
- 6.2 A confirmed calendar enables staff to align reporting and workflow timelines, assists members in managing availability, and provides certainty to the community regarding opportunities for participation in Council processes.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no financial implications.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 As set out in the LGA 2002 (Schedule 7, cl. 19(6)), the adoption of a schedule of meetings is optional and can cover any future period that the Council considers appropriate. The adopted schedule can be amended at a later date, if required.
- 8.2 Notification of the schedule or any amendment made to that schedule constitutes a notification of every meeting included to elected members. This saves the Council from having to separately notify members of every meeting that it calls. However, the Council is still required to publicly notify each meeting in accordance with the LGOIMA 1987.

9 Next Steps Te Kokenga

- 9.1 Once the 2026 Calendar has been adopted, the scheduled meetings will be updated on the Council website and made available to members via outlook calendar invites.

10 Attachments Ngā Āpitihanga

- Schedule of 2026 Meetings