



19 February 2021

Mr Mike Theelen  
Chief Executive  
Queenstown Lakes District Council  
Private Bag 50072  
QUEENSTOWN

Dear Mr Theelen

**REQUISITION OF EXTRAORDINARY MEETING**

In accordance with Standing Order 8.3, I hereby requisition an extraordinary meeting of Council to be held on Thursday 25 February 2021 commencing at 9.00am. The purpose of the meeting is to consider interim amendments to the Council's Procurement Guidelines.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jim Boulton', written over a large, light blue, stylized graphic element that resembles a signature or a large letter 'J'.

Jim Boulton  
**MAYOR**