MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 4 JULY 2017 AT 1.00PM.

PRESENT:
Mayor D Ayers (Chair), Deputy Mayor K Felstead, Councillors N Atkinson (arrived during item 16.3 at 2.16pm), A Blackie, R Brine, W Doody, D Gordon, J Meyer, S Stewart and P Williams.

IN ATTENDANCE:
J Palmer (Chief Executive), J Millward (Manager, Finance and Business Support), G Cleary (Manager, Utilities and Roading), C Sargison (Manager, Community and Recreation), M Harris (Customer Service Manager), and S Nichols (Governance Manager).

Meeting adjourned at 2.18pm for refreshments and reconvened at 2.41pm.

1. APOLOGIES
   Moved Mayor Ayers seconded: Councillor Felstead
   An apology for lateness was received and sustained from Councillor Atkinson.
   An apology for absence was received and sustained from Councillor Allen.
   CARRIED

2. CONFLICTS OF INTEREST
   Mayor Ayers – Item 7.4, as an appointed panel member.

3. CONFIRMATION OF MINUTES
   3.1. Minutes of a meeting of the Waimakariri District Council held on 6 June 2017
       Moved Councillor Brine seconded Councillor Williams
       THAT the Council:
       (a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 6 June 2017.
       CARRIED

   3.2. Minutes of a meeting of the Waimakariri District Council held on 20 June 2017
       Moved Councillor Blackie seconded Councillor Meyer
       THAT the Council:
       (a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 20 June 2017.
       CARRIED

   3.3. Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 6 June 2017
       Referred to the Public Excluded portion of the meeting.

   3.4. Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 20 June 2017
       Referred to the Public Excluded portion of the meeting.
4. **DEPUTATIONS AND PRESENTATIONS**
   Nil.

5. **ADJOURNED BUSINESS**
   Nil.

6. **REGENERATION REPORTS**
   Nil.

7. **REPORTS**

   7.1. **Barkers Road (Loburn) Sealing Statement of Proposal for Special Consultative Procedure for Targeted Rate – K Stevenson (Roading Manager)**

   K Stevenson spoke to the report.

   Councillor Felstead queried recommendation (e) and sought clarity on the legalities. K Stevenson clarified the resolution enabled fairness of targeted rates collected.

   Moved Councillor Doody seconded Councillor Brine

   **THAT** the Council:

   (a) **Receives** report No 170522051735.

   (b) **Approves** the Statement of Proposal for a Targeted Rate for Barkers Road (Loburn) property owners for their contribution for sealing Barkers Road adjacent to their properties (Doc 170220015597).

   (c) **Appoints** Councillors Meyer (Chair) and Williams and Doody to the Barkers Road Sealing Targeted Rate Hearing Panel.

   (d) **Circulates** this report to the Utilities and Roading Committee and the Rangiora-Ashley Community Board.

   (e) **Notes** that any future subdivided properties will be required to contribute to the outstanding balance at that time.

   (f) **Notes** the Hearing is scheduled for 22 August 2017.

   **CARRIED**

   Councillor Doody stated she was pleased to see this matter progress and it was a fair way for road sealing to occur.

   7.2. **Waimakariri District Rural Fire assets and functions transfer to FENZ – J Millward (Manager Finance and Business Support)**

   J Millward spoke to the report, explaining the report summarised the current situation. He noted recommendation (c) asset transfer, that there was a minor change with Fire Emergency New Zealand (FENZ) requesting leasing assets until they work through due diligence. The Council is classed as region four and J Millward explained the area involved including the Hurunui District.

   Councillor Williams queried the cost of the assets and whether they were gifted to FENZ. J Millward explained the transfer of assets process including $200,000 of loans against some of the assets which the Council will recover back from FENZ. All liability transfers to FENZ, along with assets to support the Fire function, which ultimately creates a neutral position.

   Councillor Williams queried some councils seeking payment for assets. J Millward commented that FENZ would only paying for assets that have loans against them, outlining the proposed lease arrangements.
Councillor Felstead, queried the omission of the Oxford tanker shed, and if staff were aware the Council lease the tanker from a third party. Staff noted the information advising they would recheck the assets against the full register as the report was a summary only. All current arrangements will be transferred across to FENZ. 

Councillor Brine enquired if the Council is transferring land to FENZ. Staff advised that land would be a lease arrangement. FENZ were likely to take over the buildings but not the land, as long as the purpose is retained for fire associated purposes.

Moved Councillor Brine seconded Councillor Meyer

**THAT** the Council:

(a) **Receives** report No 170619062744.

(b) **Acknowledges** that any Rural fire assets are transferred to Fire Emergency New Zealand (FENZ) for Rural Fire functions and responsibilities as legislated under the Fire Emergency New Zealand Act 2017;

(c) **Notes** the principles established for the transfer of assets to FENZ. That is, the transfer of assets to FENZ is on the basis that FENZ will assume responsibility for any debt outstanding and any future maintenance associated with the assets;

(d) **Acknowledges** the Waimakariri District Principal Rural Fire Officer, Tim Sheppard, the Volunteer Rural Fire Forces and Volunteers for their dedicated service and efforts with the Rural Fire functions;

(e) **Circulates** this reports to the Community Boards for information.

CARRIED

Councillor Brine commented that it was a sensible move forward and hoped the change would achieve the proposed outcomes.

### 7.3. Carryover of the Community Boards’ Discretionary Fund from 2016/17 to 2017/2018 – E Cordwell (Governance Advisor)

J Millward spoke to the report explaining it has no effect on rates however acknowledged the matter should have come to the Council earlier. He explained the impact on community board funding. Staff intend to increase advertising of the grants to increase public awareness of the fund.

J Palmer commented on the recent decisions of the Kaiapoi-Tuahiwi Community Board to distribute their remaining funding.

Moved Councillor Felstead seconded Councillor Doody

**THAT** the Council:

(a) **Receives** report No. 170620062842.

(b) **Approves** the carryovers of:

- $633.25 for the Oxford-Ohoka Community Board
- $3,054.04 for the Rangiora-Ashley Community Board
- $200.00 for Woodend-Sefton Community Board

(c) **Notes** sufficient funding exists from the 2017/18 financial year without causing an increase in rates.

CARRIED
Councillor Felstead commented on the good outcome and was pleased to see this particular report.

Mayor Ayers commented that carry-overs were not sustainable, and encouraged the Community Boards to review their balances regularly to ensure funds were spent in the financial year. He cited previous examples of gifting funds to community groups. He encouraged the community boards to spread the word among their networks and organisations.

7.4. **Draft Submission to the Canterbury Regional Transport Committee on the proposal to vary the Regional Land Transport Plan – G Meadows (Policy Manager)**

Having declared a conflict of interest, Mayor Ayers left the room at 1.20pm. Deputy Mayor Felstead assumed the Chair.

J Palmer spoke briefly to the report, outlining the background.

Councillor Blackie queried the role of the journey planner. K Stevenson explained the role of Cathy Graham citing examples of involvement with walk/cycle, park and ride, working with ECan, and other Council partners to assist changing behaviours relating to travel.

Moved Councillor Meyer seconded Councillor Williams

**THAT the Council:**

(a) **Receives** report no. 170620063196.

(b) **Approves** the submission to the Regional Land Transport Committee (TRIM 170620063194);

(c) **Approves** the distribution of the submission to Community Boards for their information.

CARRIED

Councillor Meyer commented this step is necessary and hoped common sense prevails.

Councillor Doody commented on a recent presentation by the WDC Journey Planner regarding Oxford Main Street issues; impressed with the process and quality of presentation.

**Mayor Ayers returned to the Chambers at 1.25pm to continue chairing.**


J Palmer spoke to the report, providing background.

Moved Councillor Felstead seconded Councillor Blackie

**THAT the Council:**

(a) **Receives** report No. 170621063690.

(b) **Notes** the project plan to review: “Towards an Inclusive Environment” - the Waimakariri Disability Strategy 2011.

(c) **Nominates** Councillor Doody to represent the Council on the Reference Group for this review.

CARRIED

Mayor Ayers commented on the strategy and its increasing importance.
8. MATTER REFERRED FROM DISTRICT PLANNING AND REGULATION COMMITTEE MEETING OF 20 JUNE 2017

8.1. Amendments To Contestable Fund Allocation – M Bacon (Team Leader Resource Consents) (Refer to TRIM No. 170531055320)

M Bacon outlined the purpose of the report, explaining the criteria. He suggested a potential workshop with the District Planning and Regulation Committee be held in the future.

Councillor Gordon referred to para 6, commenting on wording to provide flexibility to the grant.

Moved Councillor Gordon seconded Councillor Williams

THAT the Council:

(a) Receives report No 170531055320.
(b) Amends the operational guidelines for the Contestable Fund to operate as a discretionary fund utilising the funding criteria set out in Appendix 1, including point six to enable all grants to be at the discretion of the Committee.
(c) Confirms the funding criteria for the contestable fund utilising the criteria set out in Appendix 1
(d) Notes that the current amount available within the fund for allocation is $124,299, which includes the allocated grants from the 2005 and 2008 funding rounds that were not uplifted.

CARRIED

Councillor Gordon reflected on the good discussion held, and an opportunity to enable greater flexibility to applicants. He looked forward to allocating grants in the near future.

Councillor Williams concurred with his colleagues comments.

Mayor Ayers was supportive of the motion, reflecting on community conversations regarding buildings on the plan list. Building owners give some rights away for protecting a heritage building he believes.

9. MATTER REFERRED FROM WOODEND-SEFTON COMMUNITY BOARD MEETING OF 12 JUNE 2017

9.1. Pegasus to Waikuku Beach Link – K Stevenson (Roading Manager) (Refer to TRIM No. 170526054014)

K Stevenson spoke briefly to the report, providing background context.

Councillor Felstead enquired if staff had discussed the matter with the Runanga.

K Stevenson advised staff had worked through a normal process to date but were yet to discuss the matter with the Runanga or Ngai Tahu. He confirmed there were no silent files involved. This project is upgrading the path and does not change the usage. J Palmer advised staff will confirm matters at the next Runanga meeting, and prior to any work commencing.

Mayor Ayers queried the budget costs for upgrade of road and building the cycleway. K Stevenson advised work will include refinement of the project.

Councillor Doody enquired how long the track is. Staff advised it was 2.5km in length.
Councillor Williams queried impact of truck movements with the forest harvesting. Staff advised they would coordinate the two projects.

Moved Councillor Blackie    seconded Councillor Meyer

THAT the Council:

(a) **Reallocates** the 2017/18 budget allocation for Kaiapoi Pa Road to the upgrading of the existing Te Kōhaka O Tūhaitara Trust walkway/cycleway between Reserve Road in Waikuku Beach and Tiritiri Moana Drive in Pegasus and the upgrading of the existing path in Tiritiri Moana Drive.

CARRIED

Councillor Blackie commented he considered this was good use of budget and the Community Board were keen to see the project progress.

Mayor Ayers commented the walkway was already there, and used for a number of events including the Pegasus annual fun run.

10. **MATTER REFERRED FROM KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING OF 19 JUNE 2017**

10.1 **The future of the Silver Birch Street trees in McDougall Place, Kaiapoi – G Barnard (Parks Community Assets Officer)**

(Referred to document Trim No. 170531055473)

J Palmer spoke to the report, reflecting on the Community Board discussions.

It was indicated that a report could come back to the Community & Recreation Committee to include information relating to quantity of trees involved, nature, extent and implications of such a policy, and would require future discussion. It was advised that the implementation of actions may take some time.

Moved Councillor Meyer    seconded Councillor Blackie

THAT the Council:

(a) **Develops** a district wide policy for the planting and removal of Silver Birch trees on Council owned land.

CARRIED

Councillor Meyer, whilst neutral on whether Silver Birch trees should be removed, commented that a policy could assist moving forward for the betterment of the district and it would assist with future decision making.

Councillor Blackie looked forward to future debate, reflecting on the report, the Board situation of balancing advice, policy and public requests along with research relating to allergenic aspects associated with Silver Birch trees.

Mayor Ayers reflected on personal experiences with Silver Birches and cross-allergies.

Councillor Meyer remarked Silver Birches often evoked public comment.
11. HEALTH AND SAFETY

11.1 Health and Safety Report – J Palmer (Chief Executive)

J Palmer spoke to the report, explaining three incidents involving emergency services. Events were personal well-being related. A report summarising the years activity and proposed activity for the following year would be considered at the upcoming Audit & Risk Committee.

Councillor Blackie queried the cooling system for the battery incident. J Palmer explained it involved an older style battery, with the majority of battery backup systems having self-monitoring aspects so it was not expected to be reoccurring event.

Moved Councillor Doody seconded Mayor Ayers

THAT the Council:

(a) Receives report No. 170627065799.

CARRIED

12. COMMITTEE/WORKING PARTY/JOINT COMMITTEE MINUTES FOR INFORMATION

12.1 Minutes of a meeting of the District Planning and Regulation Committee held on Tuesday 20 June 2017

12.2 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 20 June 2017

Moved Councillor Meyer seconded Councillor Felstead

THAT the information in Items 12.2 be received.

CARRIED

13. COMMUNITY BOARD MINUTES FOR INFORMATION

13.1 Minutes of a meeting of the Oxford-Ohoka Community Board held on 4 May 2017

13.2 Minutes of a meeting of the Woodend-Sefton Community Board held on 8 May 2017

13.3 Minutes of a meeting of the Oxford-Ohoka Community Board held on 8 June 2017

13.4 Minutes of a meeting of the Rangiora-Ashley Road and Reserve Naming Committee held on 13 June 2017

13.5 Minutes of a meeting of the Rangiora-Ashley Community Board held on 14 June 2017

13.6 Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 19 June 2017

Moved Councillor Felstead seconded Councillor Gordon

a) THAT the information in Items 13.1 to 13.6 be received.

CARRIED

Councillor Felstead was appreciative of residents that had previously expressed concerns at a quarry operation, returned to the Oxford-Ohoka
Community Board to thank them for their assistance with negotiating for the quarry operation to be moved to a less sensitive area.

Councillor Meyer commented positively on the first meeting held in the Pegasus Community Centre.

14. **CORRESPONDENCE**

Nil.

15. **MAYOR’S DIARY**

15.1. Mayor’s Diary 31 May to 26 June 2017

Moved Councillor Blackie seconded Councillor Williams

**THAT** the Council:

(a) **Receives** report no. 170626065458.

**CARRIED**

16. **COUNCIL PORTFOLIO UPDATES**

16.1. **Iwi Relationships**

Mayor Ayers commented on an agreement to form a Taranaki Reserve Advisory Group.

Staff discussion had occurred regarding co-governance matters.

Councillor Blackie reflected on the lack of attendance by a Runanga representative in relation to the Regeneration Steering Group.

16.2. **Canterbury Water Management Strategy**

Councillor Stewart commented on a positive meeting held with Cam River Irrigator users.

Councillor Stewart reflected on a recent all day workshop and subsequent CWMS meeting. The Water Zone meeting included a deputation on the salmon smolt operation at Silverstream.

Councillor Stewart commented on current irrigation and nitrogen leachate information and upcoming discussions in relation to Dr Hudson’s information.

16.3. **International Relationships**

Councillor Felstead commented on the September exhibition of ‘Belgium, Not Forgotten’ occurring in the Council Chambers prior to a Council delegation attending the 100th year Commemorations for the Battle of Passchendaele in Belgium.

A visit from Freddy Declerk of Belgium at the time of the exhibition would also involve a sod turning ceremony for the Passchendaele Memorial walkway.

**Councillor Atkinson arrived at 2.16pm.**

17. **QUESTIONS (UNDER STANDING ORDERS)**

Nil.
18. **URGENT GENERAL BUSINESS  (UNDER STANDING ORDERS)**

Nil.

The meeting adjourned at 2.18pm for refreshments and reconvened at 2.41pm.

19. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved Mayor Ayers    seconded Councillor Atkinson

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.1</td>
<td>Minutes of the public excluded portion of Council meeting of 6 June 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>19.2</td>
<td>Minutes of the public excluded portion of Council meeting of 20 June 2017</td>
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<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>19.3</td>
<td>Report of Craig Sargison (Manager Community and Recreation)</td>
<td>Variation to Lease terms – Rangiora Town Hall</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>19.4</td>
<td>Report of Craig Sargison (Manager Community and Recreation)</td>
<td>Regeneration Area Lease</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>19.5</td>
<td>Report of Rob Hawthorne (Property Manager)</td>
<td>Silverstream Boulevard / Adderley Terrace Land Acquisitions, Kaiapoi</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>19.6</td>
<td>Report of Gary Boot (Senior Engineering Advisor), Ken Stevenson (Roading Manager) and Kalley Simpson (3 Waters Manager)</td>
<td>Request for Approval to Continue to Engage Consultants to Carry Out Earthquake Infrastructure Recovery Works</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>19.7</td>
<td>Report of Jim Palmer (Chief Executive)</td>
<td>Reappointment of Waimakariri Irrigation Limited (WIL) Director</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>
This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.1-19.7</td>
<td>Protection of privacy of natural persons</td>
<td>A2(a)</td>
</tr>
<tr>
<td></td>
<td>To carry out commercial activities without prejudice</td>
<td>A2(b)ii</td>
</tr>
</tbody>
</table>

**CARRIED**

**CLOSED MEETING**

Moved Mayor Ayers seconded Councillor Felstead

**THAT** open meeting resumes and the business discussed with the public excluded remains public excluded as per resolutions of items 19.3, 19.4, 19.5 and 19.6. The resolution of 19.7 can be released once Waimakariri Irrigation Ltd and the director has been advised.

**CARRIED**

*The public excluded portion of the meeting occurred from 2.42pm until 3.39pm.*

**OPEN MEETING**

20. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 1 August 2017 commencing at 1.00pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 3.40PM.

CONFIRMED

________________________
Chairperson

________________________
Date

**Briefing (Public Excluded)**

At the conclusion of the Council’s meeting, a staff briefing was held in relation to Town Centre Developments.